

APPROVED BY:
Order No. SRD-19-20-284
of 23 June, 2020
by the Rector
of Vytautas Magnus University

DESCRIPTION OF PROCEDURE FOR ACCOMMODATION IN DORMITORIES OF VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of Procedure for Accommodation in Dormitories (hereinafter the Description) of Vytautas Magnus University (hereinafter University) determines the procedure of management and assignment of Places of Residence and payment of fees related to accommodation services.

2. The terms and abbreviations used in this Description:

Agreement for Accommodation is an agreement concluded between the University and a person who, under this Description, is provided with a Place of Residence.

Conditions for Accommodation is a legal document, valid alternative to the Agreement for Accommodation, with which a person reserving a place for the guest or Place of Residence shall become familiar with, agree with and comply with it.

Accommodation Fee is a fee determined by the University, which shall be payable by persons for the Place of Residence provided by the University, when Agreement for Accommodation is concluded for a period longer than 2 (two) months.

Resident is a person who has concluded the Agreement for Accommodation with the University or has agreed with requirements of Conditions for Accommodation.

Place of Residence is a place of accommodation with 1 (one) bed in the room at the University's dormitory, assigned for the Resident under the Agreement for Accommodation or Conditions for Accommodation.

Overnight-stay fee is a fee determined by the University, which shall be payable by persons for the Place of Residence provided by the University, when Agreement for Accommodation is concluded for a period shorter than 2 (two) months (including).

SRC – Student Representative Council of the University.

SAD – Student Affairs Department of the University.

Guest is a person who is visiting the dormitory or is being accommodated at the invitation of a Resident or subdivision of the University; or is University's student, employee or another person, who is allowed to visit and (or) be accommodated in the dormitories of the University.

Customer is the officer of the subdivision of the University, responsible for booking (reserving) the place of residence for Guests.

3. All dormitories that are owned by the University, are administered in a centralised manner, by allocating quotas of Places of Residence which shall be coordinated with SAD, SRC and Rector of the University or his authorised person, to accommodate:

3.1 Students, while including separate Places of Residence adapted to the need of students with disabilities or intended to international students;

3.2 Guests;

3.3 For use of the University.

4. Decisions regarding accommodation are made by the Director of SAD.

II. PROCEDURE FOR ACCOMMODATION IN STUDENT ROOMS

5. By taking into account previously allocated quotas and intended purposes of the Places of residence, Place of Residence shall be assigned to the Student for:
 - 5.1 whole period of current cycle of studies;
 - 5.2 one academic year;
 - 5.3 one academic semester or shorter period;
 - 5.4 summer holidays, for a period set by the SAD.
6. Places of Residence shall be assigned as a matter of priority for:
 - 6.1 students with disabilities;
 - 6.2 those entering the studies (first-year students or students who are coming to the University for a first time);
 - 6.3 students arriving to study from abroad;
 - 6.4 students of the University;
 - 6.5 students of other higher education institutions;
 - 6.6 graduates of the University and others, who may get a Place of Residence for a period not longer than 1 (one) year.
7. With regard to the occupation of dormitories; cooperation agreements; and other circumstances, SAD may determine periods of accommodation, when Places of Residence are provided only to a particular group of people, referred to in article no. 6 of this Description.
8. Assigning Place of Residence for students of the University:
 - 8.1 Student, who has already concluded an Agreement for Studies, shall reserve Place of residence from the List of Vacant Rooms on <http://accommodation.vdu.lt/>;
 - 8.2 Student shall be informed by an email about confirmation or cancellation of his reservation; conclusion of Agreement for Accommodation; and procedure of moving into the dormitory.
9. Assigning Place of Residence for others (students of other higher education institutions, etc.):
 - 9.1 Person shall reserve Place of residence from the List of Vacant Rooms on <http://accommodation.vdu.lt/>;
 - 9.2 Document that proves student status or relationship with the University shall be presented by a person under the procedure and terms set by SAD;
 - 9.3 Person shall be informed about the confirmation or cancellation of reservation of the Place of Residence and further procedures for concluding the Agreement for Accommodation and moving into the dormitory.
10. Person, who has made a reservation of Place of Residence and due to personal reasons does not intend to live there, shall cancel the reservation on <http://accommodation.vdu.lt/> prior to receiving confirmation email, later – by personally informing SAD.
11. To students, who are actively participating in University's activities or who in accordance with the agreements or University's obligation are granted a preferential right to be provided place of Residence, may be assigned Places of Residence in advance, on the basis of request of President of SRC or head of the University's subdivision and with an approval of Director of SAD.
12. By setting specific time period and conditions, SAD may provide Places of Residence during the summer (June-August) period for:

- 12.1 Students, whose Agreements for Accommodation has expired;
 - 12.2 Graduates, who have completed studies this calendar year;
 - 12.3 Other persons, whose requests are in line with University's Rector or his representative.
13. After the Agreement for Accommodation expires and by a decision of Director of SAD, in cases than during the period of validity of the Agreement for Accommodation person was not imposed disciplinary penalties, student shall have a possibility to conclude a new Agreement for Accommodation for whole period of studies or academic year that would allow the person to continue to live in the same Place of Residence.
14. Student with a disability has a right to be accommodated with an accompanying person for the period of validity of the Agreement for Accommodation. Place of Residence is allocated after presenting medical certificate, which proves the need for an accompanying person.

III. PROCEDURE FOR ACCOMMODATION IN THE GUEST ROOMS

15. Guests, through the Customer or Resident, may register for accommodation in dormitory rooms that are designed for guests, by reserving:
- 15.1 a room, that may be accommodated by a number of persons that it is designed for;
 - 15.2 one place in a room, with a knowledge that other Guests may be accommodated in the same room.
16. In order to reserve accommodation Guests shall choose a room or Place of Residence from the List of Vacant Rooms on <http://accommodation.vdu.lt/>, specify period of accommodation, provide other necessary information, read and agree with conditions for Accommodation.
17. In order to reserve accommodation for a guest or group of guests Customer shall contact SAD and complete necessary procedures determined by SAD.
18. Resident has a right to request to accommodate the Guest in the same dormitory, there one is living, for a period no longer than 7 (seven) calendar days, by following this procedure:
- 18.1 To make a prior reservation of a guest room or one place in the room by selecting it from the available list on <http://accommodation.vdu.lt/>;
 - 18.2 Reservations of a guest room or one place in the room are possible to be made only from Monday to Thursday (24 hour per day), on Friday-Sunday reservations are not available;
 - 18.3 To receive SAD email of confirmation for reservation of the Place of Residence;
 - 18.4 Move into the assigned Place of Residence during the reservation period. Resident shall welcome Guest during the arrival, take full responsibility for Guest's behaviour and to familiarise the Guest with the internal rules of the Dormitory of the University as well as with the other accommodation related requirements stipulated in the legal acts of the Republic of Lithuania;
 - 18.5 If Guest does not move into the reserved Place of Residence on the appointed time and does not cancel it no later than 2 (two) calendar days before the intended arrival date, the Resident shall pay the Overnight-Stay Fee that is counted for the first reservation day.
19. SAD keeps a right:
- 19.1 To cancel a confirmed reservation of a Guest room, by notifying Resident or Customer in advance, but no later than 2 (two) working days before the reservation period;
 - 19.2 To accommodate Guests in other rooms, that are not designed for guests accommodation but meets conditions or are similar to the reserved Place of Residence.

IV. PROCEDURE FOR ACCOMMODATION IN ROOMS, DESIGNED FOR THE INTERNAL PURPOSES OF THE UNIVERSITY

20. Rooms that are designed for the internal purposes of the University are used for the specific needs of University administration, that are related to ensuring dormitory operation.
21. Allocation of rooms for the needs of University is coordinated with responsible officers of dormitory administration and SAD.

V. PROCEDURE FOR MOVING IN AND OUT OF THE DORMITORY

22. When moving into the Place of Residence, person shall:
 - 22.1 conclude an Agreement for Accommodation (when moving into student rooms) or agree with Conditions for Accommodation (when moving into the guest rooms) and get familiar with Internal Rules of the Dormitories of University, approved by the Rector, and agree to comply with it
 - 22.2 present document that proves one's identity.
23. Person shall move into the assigned Place of Residence in the student rooms within 3 (three) working days of the date of assigning the Place of Residence, unless SAD determines different time limit.
24. Person shall move into the assigned Place of Residence in the guest room on the first day of reservation. In case of early arrival or early departure, period of reservation is not altered and fees are charged for a full period of reservation.
25. Foreign nationals coming to study at the University, shall move into the dormitory within a period set by SAD, whose final date cannot be later than September 30th of current year (in Autumn semester) or February 28th (in Spring semester).
26. Person shall lose the right to be accommodated in the Place of Residence in cases when one does not move into the dormitory until the end of the determined period, except when person contacts responsible officer of University (dormitory) administration before the end of this period and informs about intentions to be accommodated on time, by specifying the date of arrival.
27. Person shall move into the assigned Place of Residence from 2 p.m. and move out until 12 p.m., however upon a request of the Resident and with regard to the possibilities, responsible employee of University (Dormitory) administration has a right to change the time of moving into and out of the dormitory.
28. The actual moving into and out of the dormitory as well as application and payment of the fees related to accommodation shall be monitored by responsible University (Dormitory) administrative staff member.
29. Resident who has observed irregularities or faults of inventory, shall notify responsible employee of University (Dormitory) administration about them in 24 hours after moving into the dormitory. Later claims shall not be accepted.
30. Resident, who is living in the student rooms, shall have a right to change one's Place of Residence by paying additional fee, set by the University Rector and approved by SRC, each time by following this procedure:
 - 30.1 reserve Place of Residence from the List of Vacant Rooms on <http://accommodation.vdu.lt/>

- 30.2 if the Place of Residence is changed within the same dormitory where both Residents are living then both Residents shall inform the responsible employee of University (Dormitory) who will inform SAD, and obtain permission for changing;
- 30.3 if the Place of Residence is changed in between different dormitories then both Residents shall inform SAD about the changes and obtain permission for changing Places of Residence.
- 31. When moving out of the dormitory Resident shall:
 - 31.1 pay all fees related to the accommodation;
 - 31.2 move out of the room, leave it clean and tidy, and return the inventory to the responsible employee of the University (Dormitory) administration;
 - 31.3 remove all of the personal belongings from the room, otherwise University keeps a right to take it for utilisation and the transportation and (or) utilisation expenses may be attributed to the Resident who shall pay it in accordance with the procedure determined by the University.

VI. PROCEDURE FOR DETERMINATION AND PAYMENT OF ACCOMODATION FEES

- 32. Expenses related to the exploitation and management of Places of Residence shall be paid using collected payments, University funds, state subsidies, grants and other funds.
- 33. After assessing operational expenses of dormitories for previous calendar year, its' occupancy, planned operating incomes and expenses, housing market prices, and current situation in the dormitories, SAD with an approval from SRC, shall submit a proposal of fees for guests Accommodation and Overnight-Stay as well as other fees and charges, that are related to accommodation in the dormitory, that shall be later approved by the order of the Rector.
- 34. Conditions and terms for paying Accommodation Fees or Overnight-Stay Fees are determined in the Agreement for Accommodation or Conditions for Accommodation, other fees related to accommodation are determined by Rector's orders.
- 35. Overnight-Stay Fee for student's Guest accommodation for up to 7 (seven) days shall be counted as part of Resident's fees and be included to an invoice for next month's services.
- 36. Accommodation Fee, for Residents accommodated in the Student room, shall be counted starting from the actual date of moving into the dormitory, for foreign nationals - starting from the date of moving into the dormitory, but no later than first day of Autumn or Spring semester.
- 37. Calculation of accommodation fees shall be suspended after moving out of the dormitory, including the payment for move-out day.
- 38. Guests shall pay Accommodation or Overnight-Stay fees for entire period of reservation, except in cases of timely cancellation of reservation.
- 39. Accommodation or Overnight-Stay Fees may be reduced under the decision of the Rector of the University or his authorised person.
- 40. In case of vacant rooms during the academic year, under the request of Resident, and with an approval from SAD, Places of Residence in the room can be provided for a smaller number of residents than intended. In such cases accommodation fee for a vacant place(-s) is equally divided for all of Residents of the room.
- 41. With an approval from SRC, Residents may be charged additional fees, that shall be determined by the Rector's order.
- 42. University may provide additionally charged services, related to accommodation in the dormitory.
- 43. Penalties shall be imposed on the Residents upon failure to pay Accommodation Fees or a Nightly Stay Fee on time.

VII. PROCEDURE FOR IMPOSING PENALTIES

44. The purpose of disciplinary penalties is to enhance responsibility of Residents and ensure proper implementation of their duties.
45. By the decision of the director of the SAD and with an approval from SRC, following penalties shall be imposed on Residents who have failed to comply with the provisions of the Agreement for Accommodation, violated the Internal Rules of the Dormitories of the University, were reported by responsible University's (Dormitory's) administrative staff member, were reported by dormitory's self-governance, or based on a complaint of the other Resident, after taking into consideration the seriousness of the situation, repetitive violations, or other circumstances:
 - 45.1 A notice;
 - 45.2 A warning;
 - 45.3 A strict warning.
46. For Resident who was imposed strict warning, his Agreement for Accommodation shall be terminated after the end of current academic year and afterwards the Place of Residence shall be assigned only if there are vacant Places of Residence.
47. For unpaid fees related to accommodation services Residents shall be imposed the following penalties:
 - 47.1 a Notice, if the Resident has not paid fees that are related to accommodation services and has a debt for a period from 1 to 1,5 months;
 - 47.2 a Warning, if the Resident has not paid fees that are related to accommodation services and has a debt for a period of from 1,6 to 2 months;
 - 47.3 a Strict Warning, if the Resident has not paid fees that are related to accommodation services and has a debt for a period from 2,1 to 3 months;
 - 47.4 the termination of the Agreement for Accommodation may be imposed, if the Resident is a Student or Employee of the University and has not paid fees related to accommodation services for more than 3 months; if the Resident is not a Student or Employee of university Agreement for Accommodation shall be terminated when debt is for more than 2 months.
48. Resident may be imposed several different penalties simultaneously.
49. Penalties, imposed during the period of validity of the Agreement for Accommodation, shall be combined in accordance with the following procedure:
 - 49.1 two Notices shall be considered as a Warning;
 - 49.2 two Warnings shall be considered as a Strict Warning;
 - 49.3 two Strict Warnings shall result in termination of the Agreement for Accommodation.
50. For improper implementation of duties or (and) non-compliance with them Resident of the dormitory shall pay a penalty, whose rate is determined by the Rector.
51. Depending on the circumstances and in case of malicious behaviour, repetitive and other types of violations of the Internal Rules of the Dormitories of the University, the Resident's Agreement for Accommodation may be unilaterally terminated by the decision of the director of SAD and with approval from SRC. In such a case, the student loses the right to University housing for the entire duration of their studies in the current study cycle.
52. Resident shall compensate the damage for common areas and (or) property, that was caused by himself or his guests. If it is impossible to identify who has caused the damage, it shall be covered in equal parts with other residents of the room, block of rooms or the floor.
53. Resident, if one is a student of the University, shall be informed about penalties imposed on him by an email. This information shall also be published on a personal account of the Student

Portal <http://studentas.vdu.lt>. By visiting SAD Resident may get familiar with the original document, based on which penalties have been imposed.

VIII. PROCEDURE FOR THE MANAGEMENT OF RESIDENCES

54. University aims to create favourable conditions for living, resting, and studying in all of the Places of Residence. Responsibilities for it are shared by Residents of the dormitories, University's administration, members of dormitories councils, and SRC.
55. SAD carries out the following functions:
 - 55.1 prepares Agreements for Accommodation and is responsible for processing of its signing;
 - 55.2 administers system of accommodation in the dormitories of the University;
 - 55.3 assigns Places of Residence and (or) confirms or cancels reservations;
 - 55.4 imposes disciplinary penalties;
 - 55.5 administers fee exemptions, related to Accommodation fees;
 - 55.6 together with SRC coordinates activities of self-governance bodies of the dormitories;
 - 55.7 takes care of creating favourable conditions for living, studying and resting of Residents;
 - 55.8 carries out control related to the payment of accommodation fees and keeping of internal order within the dormitory;
 - 55.9 administers and initiates upgrades of information system for accommodation;
 - 55.10 provides the list of persons, who are not included in the university's information system and who shall pay the assigned fees, for the Finance Department (hereinafter FD);
 - 55.11 prepares and presents reports on accommodation process according to need;
 - 55.12 prepares internal legislation that is related to accommodation in dormitories;
 - 55.13 carries out other administrative functions, that are related to the administration of Places of Residence and creation of favourable social conditions for the Residents.
56. The Maintenance and Investment Department (hereinafter MID) shall:
 - 56.1 be responsible for the actual accommodation and eviction of the Residents, by stating beginning and ending dates for calculation of fees related to accommodation services;
 - 56.2 be responsible for technical state and maintenance of the dormitory property, inventory and equipment, running renovations, compliance to safety rules, etc.;
 - 56.3 be responsible for maintaining order and cleanliness in living premises;
 - 56.4 be responsible for removal of household waste and other personal property, that was left in common areas or rooms. The department keeps a right to remove this property without a notice to the owner if he is unidentified. Department also keeps a right to initiate imposing of a penalty for him after his identification;
 - 56.5 monitor the payment of fees for accommodation at the University;
 - 56.6 be responsible for preparation and presenting of reports related to accommodation of the Residents to the responsible subdivisions of the University;
 - 56.7 record violations of internal rules of the dormitories of the University of the people residing in the dormitory and inform SAD about them;
 - 56.8 maintain and initiate upgrades of information system for accommodation;
 - 56.9 as appropriate, seek service providers for services related to accommodation and conclude contracts with security, cleaning and other service providing companies;
 - 56.10 perform other activities related to accommodation of people, maintenance of living premises controlled under the property rights or other rights by the University, etc.

57. SRC shall carry out the following functions:
- 57.1 participate in establishing the quotas for Places of Residence in the dormitories with the deciding vote;
 - 57.2 participate in deciding the size of fees for accommodation and/or a nightly stay;
 - 57.3 participate in imposing disciplinary penalties;
 - 57.4 together with SAD coordinates activities of self-governance bodies of the dormitories;
 - 57.5 participates in granting fee exemptions, related to Accommodation fees;
 - 57.6 takes care for the occupational activities of Residents, creation of favourable living, studying and resting conditions.
58. The responsibilities of the dormitory self-governance body, its election and activities are regulated by the VMU dormitory Self-Government Regulations, that are approved by order of the University's Rector.
59. The Customer shall be responsible:
- 59.1 for timely and accurate reservation of accommodation for University Guests;
 - 59.2 for payment of fees related to accommodation of University Guests and compliance with undertaken commitments.
60. Finance Department shall:
- 60.1 record incomes related to Accommodation Fees of all kinds in the information system of the University;
 - 60.2 present information for the subdivisions of the University on financial operations; related to accommodation.
61. Where appropriate, International Cooperation Department shall:
- 61.1 Provide information of international students for SAD, that is needed for carrying out the accommodation process;
 - 61.2 Share and provide information of SAD about accommodation process and conditions in the dormitories to international students;
 - 61.3 Be involved in problem solving processes, that are related to international students' accommodation.

IX. FINAL PROVISIONS

62. This Description, its amendments and (or) additions shall enter into force after they have been approved by the order of the University Rector.
63. The Description shall be valid to the extent it is in line with laws of the Republic of Lithuania, the University Statute and other legal acts of the Republic of Lithuania and internal legal acts of the University.
64. In situations that incurred due to *force major* and irrespective of the activities of University, the Description may be partially applied or not applied at all. In such cases accommodation processes and payment of Accommodation Fees is regulated by separate internal legislations of the University, that are formalised by a decision of Rector or director of the SAD.
65. University keeps the right to refuse to let in or to accommodate the unwanted persons for a period determined by the director of the SAD.
66. The director of SAD by his own decision may:
- 66.1 allow Residents to change their Place of Residence free of charge;
 - 66.2 determine the period of validity of Agreement for Accommodation;
 - 66.3 not impose penalties, to change the imposed ones or to apply them partly, with an approval from SRC, under a motivated request of the Resident;

- 66.4 allow persons of different genders to live in the same of students' rooms whenever possible and under a request of students;
- 66.5 ensure the conditions for Students with disabilities that meet their special needs.
67. During the period of accommodation, all information related to accommodation in the dormitory is published on <http://apgyvendinimas.vdu.lt> or (and) sent only to the University's provided electronic mailbox, if Resident is a Student or employee of the University, or to another mailbox known to SAD, if Resident is not a Student or employee of the University, and it is considered as an appropriate way of informing the Resident.
68. Exceptions of the Description shall be applied by the decision of the University's Rector or his authorised person.
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