

## **KLAIPEDA STATE UNIVERSITY OF APPLIED SCIENCES INTERNAL RULES AND REGULATIONS OF STUDENTS' DORMITORY**

### **I SECTION GENERAL PROVISIONS**

1. The internal rules of the dormitory of Klaipėda State University of Applied Sciences (hereinafter - KVK) (hereinafter - the Rules) define the rights, duties and responsibilities of a person who concludes a long-term or short-term accommodation contract with the KVK (hereinafter - the Resident).

### **II SECTION RIGHTS, DUTIES AND RESPONSIBILITIES OF A RESIDENT**

2. ***A resident of the dormitory has a right:***

- 2.1. to have guests in dormitory from 8am till 11 pm, on Friday, Saturday and official holiday days till midnight.
- 2.2. to be responsible for his guests behaviour.
- 2.3. to come and exit dormitory any time.
- 2.4. to freely use kitchen, shower, work and leisure areas.
- 2.5. to receive inventory of standart set.
- 2.6. to make room repairs at his own expense (improvement of property does not compensate for improvement). The room can be repaired when the written request is in agreement with the dormitory administrator.
- 2.7. to complain or initiate suggestions regarding the life in the dormitory to the Head of the dormitory.
- 2.8. to insist that technical faults of the dormitory equipment or inventory would be eliminated.
- 2.9. to write a complain regarding conflict with dormitory administration to university of applied sciences administration.
- 2.10. to inform dormitory administration in case other residents do not comply with dormitory regulations.
- 2.11. to lodge a complaint about dormitory administrator decisions.
- 2.12. to ask for the help from dormitory staff and law enforcement institutions.

3. ***A resident of the dormitory must:***

- 3.1. to pay fees for the dormitory in time.
- 3.2. to have signed agreement for living in dormitory.
- 3.3. to maintain cleanliness and tidiness considering sanitary hygiene norms in the rooms as well as sanitary facilities and public (common) areas of use.
- 3.4. at any time of the day, to let in representatives of university of applied sciences, dormitory, or Special Services officials on reasonable request.
- 3.5. to show identification card for dormitory receptionist while coming in after 11 pm.
- 3.6. to keep quiet (meaning no disruptive music, large groups in common areas or dorm rooms, loud voices, etc.) from 11 pm till 6 am. .
- 3.7. to use energy resources economically.
- 3.8. throughout the duration of the present contract, to use, protect and use with due care equipment, inventory and other property available in the general premises of the dormitory, and while doing so strictly observe the fire-prevention safety requirements and other legal acts and regulations related to use of the building and general premises of the dormitory.
- 3.9. to respect reasonable requests given by the staff of the dormitory or the KVK administration.
- 3.10. to inform on time administration about moving in or out from dormitory room.

- 3.11. to follow other accepted standards of life in society (leaving the dormitory: close the windows of the room, close the water taps, turn off the lights, leave the room neat).
- 3.12. after the decision to remove from the dormitory, a resident must pay for the dormitory and leave.
4. ***A resident of the dormitory is responsible of:***
  - 4.1. safety and supervision of his own personal belongings.
  - 4.2. cleanliness and order maintenance and storage and maintenance of dormitory equipment, inventory and other assets in the room where he live, as well as in public (shared) premises in the dormitory area.
  - 4.3. his own and his guests' behaviour in the dormitory.
5. ***A resident of the dormitory is prohibited:***
  - 5.1. to arbitrary move into another room.
  - 5.2. to sell and / or abuse alcoholic beverages.
  - 5.3. to sell and / or dizzy with narcotic, psychotropic substances.
  - 5.4. to smoke (including electronic cigarettes as well) in anywhere inside the dormitory.
  - 5.5. to use dormitory rooms for economic or commercial activities.
  - 5.6. to do not treat, threaten or insult dormitory administration, other residents and / or guests.
  - 5.7. to take in and hold weapons, explosives.
  - 5.8. to make damage to the inventory of the dormitory and / or to move the inventory of the dormitory upon his/her own will from one premise to another without a consent of the Head of the dormitory. All defects of premises, equipment or installations of the dormitory may be eliminated by a resident, who caused it, at own expenses or material damages caused must be compensated in full.
  - 5.9. to pollute and litter rooms, public (common) areas of use and dormitory surroundings as well as leave dirty dishes.
  - 5.10. to change the door locks and make extra spare keys without explicit permission of the administration.
  - 5.11. to accommodate outsiders in the dormitory upon his/her own will without a consent of the Head of the dormitory and other roommates.
  - 5.12. to give a room key and a magnetic key from entrance door to another student or authorize another person to use their place in the dormitory.
  - 5.13. to keep pets in the dormitory premises.
  - 5.14. without the dormitory administration's permission to carry out repairs in the living room.
  - 5.15. to stick announcements, posters, pictures, photographs, etc. on the dormitory walls, doors, wardrobes.
  - 5.16. to conduct commercial activities, play gambling games.
  - 5.17. to engage in other activities that are related to damaging the dormitory, its administration or other residents and the name and prestige of KVK.

### **III SECTION LIABILITY FOR BREACH OF RULES**

6. Penalties are imposed for violations of these Rules and / or termination of accommodation agreement with the resident in accordance with the Description of Procedure for Granting and Management of Dormitory.
7. Dormitory administrator has to inform resident regarding penalties and / or termination of accommodation agreeent.

### **IV SECTION PROCEDURE FOR PENALTIES**

8. The following penalties are imposed for violations of the order: note, warning, expulsion from dormitory.
9. **Note** is given for:

- 9.1. Not showing a personal document.
- 9.2. Noise in dormitory rooms after 23:00.
- 9.3. Smoking in dormitory rooms (including electronic cigarettes).
- 9.4. Drinking alcohol in dormitory rooms.
- 9.5. Failure to pay the dormitory on time.
- 9.6. Non-compliance with fire safety requirements.
- 9.7. Arbitrary transfer of the dormitory inventory, damage.
- 9.8. The mess in the room.
- 9.9. Pollution of dormitory common areas.
- 9.10. Removal of household waste from the room and block and leave in general use areas.
- 9.11. Arbitrary admission of outsiders after 11 pm, outsiders staying in dormitory rooms between 11 pm and 8 am.
- 9.12. Failure to comply with sanitary - hygiene norms, waste of energy resources, failure to comply with instructions of legal dormitory manager, dormitory administrator and failure to comply with other requirements set forth in Regulations, if it does not impose a different penalty.
10. **Warning** is given for:
  - 10.1. By his behaviour a resident violates the rights of other Residents.
  - 10.2. Disturbs silence after 11 pm, after receiving a verbal warning or a written remark from the dormitory administrator or dormitory guard.
  - 10.3. The dormitory administration or other services of the employees of the legal claim, are not allowed to enter the room.
  - 10.4. Threatens or grossly acts with dormitory staff or other residents.
  - 10.5. Receiving 1 or 2 notes of the same purpose as described in paragraph 13.
  - 10.6. Uses pyrotechnics or explosives inside dormitory.
  - 10.7. Damage equipment, inventory, or other property in the dormitory.
11. **Expulsion** from the dormitory for the entire study period and the loss of the right to live in the dormitory if:
  - 11.1. For more than 60 calendar days, there is a delay in the payment of the accommodation fee, the dormitory debt.
  - 11.2. The resident refuses to pay for material damage.
  - 11.3. Production and distribution of alcoholic beverages, distribution of tobacco products.
  - 11.4. Use, storage, distribution of narcotic or psychotropic substances.
  - 11.5. Does not pay for the inventory according to the status statement of the room, leaving for a holiday when deliberate devastation of property is established, when the resident is really disrespectful with dormitory staff and other residents.
  - 11.6. Performs activities that show signs of severe health disorder, participate in fights in dorm rooms.
  - 11.7. Ruins dormitory equipment and property on purpose.
12. **Expulsion** from dormitory also for:
  - 12.1. Received two warnings within one year or two of any gross violations of the Terms.
  - 12.2. The student from the dormitory is removed by the Director of university of applied sciences on the basis of the submission of the dormitory administrator.
  - 12.3. Removing a resident from a dormitory, the Resident must vacate the room within 2 calendar days, and must release the room for 1 calendar day in case of extremely serious violations.
  - 12.4. Penalties provided for in clause 3.2; 3.3; 3.4 of these Rules are appointed by the dormitory administrator. Once a penalty has been imposed, the dormitory administrator will inform the recipient of the penalty with a penalty order.

## V SECTION FINAL PROVISIONS

13. These Rules shall come into force as of the date of approval by the Director of KVK.
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