

APPROVED BY:

Order No V1-226 of the Director of Panevėžio kolegija/ State  
Higher Education Institution, as of 16 December 2015

## **PANEVĖŽYS COLLEGE DORMITORY INTERNAL REGULATIONS**

### **I. GENERAL PART**

1. The Rules of Internal Procedure of Panevėžys College Dormitory (hereinafter referred to as the Rules) shall determine the internal procedure of the Dormitory of Panevėžys College (hereinafter referred to as the College).

2. The College aims to provide students, lecturers and guests (hereinafter referred to as "Residents") with favourable conditions for living, studying and resting in the dormitory.

3. The Hostel Manager shall be responsible for the efficient organisation of the dormitory's activities, for the accommodation and removal of Residents, for the order in the dormitory, and for the observance of the Regulations in the dormitory.

4. Before concluding the Dormitory Accommodation Agreement (hereinafter referred to as the "Agreement"), each Resident shall acknowledge by his/her signature that he/she is familiar with the Rules, and all Residents are obliged to comply with these Rules. Ignorance of the Rules shall not exempt Residents from liability for non-compliance with the Rules.

### **II. DOMITORY ACCOMMODATION**

5. Before moving in, the Resident/Student is obliged to write an application to the Director of the College, fill in a questionnaire, submit two photos (3x4 cm), get acquainted with the rules of the College dormitory and sign a contract of accommodation in the dormitory.

6. After the allocation of a place in the dormitory, the Resident/Student will move in as usual within 3 (three) working days. Failure to move in within the time limit without a valid reason shall result in forfeiture of the right to the dormitory, and the place shall be allocated to another Resident.

7. The Contract may be signed with a Resident/Student who has a valid disciplinary sanction for violation of the Rules only if there are vacancies.

8. Residents shall be accommodated in the dormitory on weekdays from 8.00 to 12.00 and from 12.45 to 17.00, on Fridays from 8.00 to 12.00 and from 12.45 to 15.45.

9. The Resident receives a room key (one room key must remain with the hostel staff) and a hostel pass.

10. Residents make copies of room keys at their own expense.

11. The resident's room number is recorded in the Contract. The Resident is not allowed to move to another room or to carry out any repairs or alterations to the premises, equipment or facilities of the dormitory without the consent of the dormitory management.

12. The Resident is entitled to receive the basic equipment after signing the Contract: bed, chair, wardrobe, bed linen.

13. It is forbidden to move equipment from one room to another without the agreement of the manager/administrator.

14. The Resident shall be allowed to use his/her own furniture and other equipment during the term of the Contract, subject to the agreement of the Manager. The College shall not be responsible for any personal belongings or other property left in the room or common areas.

15. In the event of reconstruction, overhaul or reorganization of the Dormitory, as well as in order to rationalize the use of the premises, the Manager/Administrator may move the Resident from one room to another. The transfer shall be made without impairing living conditions.

16. When moving out of the dormitory, upon graduation or termination of studies, the Resident is obliged to pay all the fees, vacate and hand over to the manager/administrator of the dormitory the living quarters in good order and the inventory in signed form. The resident must take away all personal belongings.

17. Residents may be evicted from the dormitory for violations of the Rules.

18. If possible, after graduation or termination of studies, the Resident may stay in the dormitory for the period of the current academic year.

19. The time, terms, reservation, payment of the dormitory accommodation of residents/guests shall be agreed with the Dormitory Manager.

### **III. RIGHTS AND OBLIGATIONS OF A DORMITORY RESIDENT**

20. The Resident has the right to:

20.1. make comments and suggestions for improving the living and recreational conditions, order and cleanliness of the dormitory;

20.2. seek help and support from the staff of the dormitory, to call the general emergency numbers, and, if justified, to contact the police;

20.3. freely enter and leave the dormitory at any time of the day or night;

20.4. allow guests to visit the dormitory between 12.00 and 20.00. Guests shall be registered in a special register. The Resident who receives guests shall be jointly and severally liable for the behaviour and actions of the guests. The Manager/Administrator may restrict the visiting hours of guests after receiving a written complaint from roommates about the visiting hours.

20.5. improve the living conditions by repairing or replacing the dormitory premises, equipment or facilities at his/her own expense, by submitting a written request in free form to the manager and obtaining permission from him/her to do so;

20.6. require Residents to comply with the Rules;

20.7. elect and be elected as members of the Dormitory Council.

20.7.1. the members of the Dormitory Council and its chairman may be elected by the Residents/students who have entered into the Agreement in accordance with the prescribed procedure. Only a Resident/Student who does not have any valid penalties for violation of the Rules may be a member of the Council;

20.7.2. the Dormitory Council shall be elected by a simple majority of the Residents'/Students' general meeting at the beginning of the autumn semester of each academic year by an open ballot. The meeting shall be deemed lawful if at least half of the Residents/Students are present. The Hostel Manager/Administrator, a member of the Students' Representative Office may attend as an observer;

20.7.3. the Dormitory Council shall consist of 9 (nine), including the 7 floor elders, a member of the Students' Representation and the Chairperson of the Dormitory Council - Residents/Students. At the first meeting of the Council, the Chairperson of the Dormitory Council shall be elected by a simple majority of votes in an open ballot. A meeting of the Council shall be valid if at least 2/3 of the Council members are present.

21. functions of the Dormitory Council:

20.1. to maintain order in the dormitories and to ensure compliance with the Regulations. To report any incident to the staff of the dormitory and, if warranted, to call the general emergency number.

20.2. to represent the interests of the Residents and to make comments and suggestions on the improvement of the accommodation arrangements, living and recreational conditions in the dormitories;

20.3. to organise and attend Residents' meetings as necessary;

20.4. to take an active part in the life of the dormitory;

20.5. to organise events in the dormitory;

21. Functions of the President of the Dormitory Council:

21.1. to lead and organise the activities of the Council;

21.2. to organise and attend meetings of the Council and the Residents/Students;

21.3. to comment and make suggestions for the improvement of living and recreational conditions, as well as the order and cleanliness of the dormitory;

21.4. to provide all possible assistance to the Hostel Manager/Administrator and other staff in matters concerning the running of the Hostel.

22. The Resident must:

22.1. respect and not infringe the rights and legitimate interests of other Residents;

22.2. pay the fees for accommodation in the dormitory on time;

- 22.3. to compensate for damages in accordance with the procedures established by the College;
- 22.4. to present a pass to the Duty Officer when entering the dormitory;
- 22.5. maintain cleanliness and order in the rooms, as well as in the common areas in accordance with the requirements of sanitary hygiene standards;
- 22.6. observe generally accepted standards of behaviour;
- 22.7. observe silence from 22.00 to 6.00,
- 22.8. use musical equipment, headphones or any other equipment in such a way that it does not disturb the work and rest of the persons living in the dormitory and surrounding buildings;
- 22.9. observe fire safety requirements;
- 22.10. to inform the Governor in writing within 1(one) working day of the termination of studies at the College / expulsion from the College;
- 22.11. to keep and preserve the inventory, equipment and other property in the room, common areas and dormitory territory;
- 22.12. consume energy resources economically;
- 22.13. allow the staff of the hostel, security service, ambulance, police to enter the room at any time of the day or night, if necessary to ensure compliance with the requirements of the Regulations or in case of an emergency situation;
- 22.14. upon noticing the Residents' actions that are contrary to the Rules, immediately inform the manager/administrator of the dormitory about the violation, or, if there is no manager/administrator, - the dormitory watchman;
- 22.15. to comply with the lawful instructions of the Dormitory staff, not contradicting the Rules.
- 23. It is forbidden in the dormitories:
  - 23.1. smoking, except in smoking areas;
  - 23.1. possession, consumption, production and distribution of alcoholic beverages; narcotic or psychotropic substances;
  - 23.2. unauthorised admission or accommodation of unregistered guests;
  - 23.3. to admit guests under the influence of alcohol or psychotropic substances;
  - 23.4. making noise between 22.00 and 6.00 hours;
  - 23.5. use pyrotechnic devices or explosives;
  - 23.6. leaving household waste, dirty dishes or personal equipment in the common areas;
  - 23.7. keeping pets;
  - 23.8. possession of weapons, explosives and flammable liquids;
  - 23.9. arbitrarily move to another room;
  - 23.10. arbitrarily move dormitory equipment;
  - 23.11. damage equipment and inventory in the dormitory or its territory;
  - 23.12. pollute or destroy the interior of the dormitory or the courtyard, or throw rubbish and/or objects out of the windows or balconies of the dormitory;
  - 23.13. move out of the dormitory without informing the dormitory manager/administrator;
  - 23.14. to carry out any unauthorised repairs or alterations to the dormitory premises or equipment;
  - 23.15. to place posters or other objects on doors, windows or walls;
  - 23.16. use electric heaters in the rooms without the consent of the dormitory manager;
  - 23.17. use the dormitory premises for economic or commercial activities;
  - 23.18. to behave in a disrespectful manner, to threaten or insult the staff of the dormitory, Residents and guests.

#### **IV. RIGHTS AND OBLIGATIONS OF DORMITORY STAFF**

- 24. Dormitory staff have the right to:
  - 24.1. enter the common areas at any time of the day or night to inspect or repair the facilities therein and to ensure compliance with the Rules;
  - 24.2. to enter a room to enforce the Rules, if necessary by knocking;
  - 24.3. in order to comply with the Rules, to maintain order and cleanliness in the Dormitory, to make repairs, to enter or to inspect the rooms, to notify the Resident at least one day in advance. The

Resident may be informed by e-mail, written notice or verbally. Residents shall ensure that someone is in the room at that time. In the absence of a reply from the Resident, the Resident shall be deemed to have consented to staff access to the rooms;

24.4. enter the room by unlocking the door on their own when necessary to enforce the Rules, to accommodate new Residents, to carry out emergency repairs, in an emergency situation and when the Resident is not present or does not allow the Resident to enter the room.

24.5. to refuse to admit Residents who do not present a pass;

24.6. to perform such other functions as may be necessary to ensure compliance with the Rules.

25. Dormitory staff must:

25.1. respect Residents and not violate Residents' rights and legitimate interests;

25.2. provide information and advice to Residents on issues related to accommodation and living in the Dormitory.

## **V. PENALTIES**

26. The following penalties shall be imposed for breaches of the Rules:

26.1. remark;

26.2. reprimand;

26.3. a severe reprimand;

26.4. expulsion from the dormitory;

27. In special cases, the Governor shall have the right to propose that the offending student be expelled from the College.

28. Penalties shall be imposed by order of the Director of the College. Penalties shall be valid for 1 (one) year.

29. A remark shall be imposed for :

29.1. disturbing the silence between 6.00 a.m. and 10.00 p.m.,

29.2. failure to conserve energy resources,

29.3. failure to pay taxes on time,

29.4. unauthorised change of lock,

29.5. disrespectful behaviour towards the staff or Residents of the Dormitory, insulting them with obscene words or obscene gestures;

29.6. failure to present the dormitory pass to the Duty Officer.

30. A reprimand shall be issued for:

30.1. smoking in unauthorised places,

30.2. disorderly behaviour in the room or in the common areas in violation of the requirements of sanitary hygiene norms;

30.3. failure to comply with the instructions of the members of the Dormitory Council in maintaining discipline, cleanliness and order in the Dormitory;

30.4. leaving household waste or soiled personal equipment in the common areas;

30.5. giving false information;

30.6. possession, consumption, manufacture or distribution of alcoholic beverages, psychotropic or narcotic substances;

30.7. disturbing the silence with loud music or noise between 22.00 and 6.00 hours;

30.8. non-payment of hostel accommodation fees on time;

30.9. failure to make timely reparation for damage caused;

30.10. failure to comply with fire safety requirements;

30.11. unauthorised admission of guests to the dormitory;

30.12. failure to conserve energy resources;

30.13. unauthorised removal to another room;

30.14. unauthorised removal of equipment;

30.15. keeping animals or their equipment;

30.16. failure to conserve energy resources; unauthorised use of supplementary heating appliances;

30.17. any unauthorised repairs or alterations to the dormitory premises or equipment;

- 30.18. any antennae, posters or other objects which may cause deterioration of the condition of the premises, whether on doors, windows or walls;
- 30.19. disrespectful behaviour towards staff or other Residents.
- 31. A severe reprimand shall be issued for:
  - 31.1. systematic disturbance of the silence from 22.00 to 6.00;
  - 31.2. damaging equipment, inventory or other property in the dormitory or its grounds;
  - 31.3. keeping animals and their equipment;
  - 31.4. failure to make timely reparation for damage caused;
  - 31.5. the unauthorised use of additional heating and ventilation and household appliances with a total combined power exceeding 3 kW per room;
  - 31.6. any unauthorised repairs or alterations to the dormitory premises or equipment;
  - 31.7. unauthorised removal to another room, obstruction of access to a room, obstruction of the access of hostel staff, members of the hostel council, police officers to enforce these Regulations;
  - 31.8. unauthorised use and/or appropriation of other Residents' belongings or equipment without their consent.
- 32. The Student shall be removed from the Dormitory for:
  - 32.1. systematic possession, use, production, distribution of alcohol or narcotic and psychotropic substances;
  - 32.2. systematic non-payment of prescribed fees;
  - 32.3. systematic disrespectful behaviour towards the staff of the dormitory or Residents, insulting them with obscene words or indecent gestures;
  - 32.4. systematic and gross violation of the rules of the dormitory;
  - 32.5. going on summer vacation, internship or elsewhere for more than one month, failing to pay the dormitory rent in advance, failing to return the inventory, leaving the room in disorder, rubbish, products.

## **VII . FINAL PROVISIONS**

- 33. The Rules shall be amended, supplemented or declared invalid by an order of the Director of Panevėžys College.