

APPROVED
By Order No II-71 of the Rector of
Mykolas Romeris University
of August __, 2024.

MYKOLAS ROMERIS UNIVERSITY REGULATIONS OF STUDENT RESIDENCES

I. GENERAL PROVISIONS

1. The Regulations of Mykolas Romeris University (hereinafter - the University) on the Use of Student Houses (hereinafter - the Regulations) shall determine the procedure of allocation of places, accommodation, compliance with the rules of conduct of the residents of the University Student Houses (hereinafter - the Student Houses), payment for the accommodation services in the Student Houses, and the procedure of imposing disciplinary penalties for violation of the Regulations.

2. The residents of the Student House (hereinafter referred to as "Resident" or "Residents") are:

2.1. Students and unclassified students (hereinafter referred to as "Student or Students").

2.2. Persons who do not study at the University.

3. The Student Houses are located in Vilnius at Didlaukio str. 57, Didlaukio str. 86 and in Kaunas at Maironio str. 27, Maironio str. 29.

4. Accommodation in the Student House by duration is:

4.1. Long-term accommodation - the accommodation that lasts longer than 2 months.

4.2. Short-term accommodation - the accommodation with a duration of 2 months or less.

5. For the purposes of these Regulations, the following definitions shall apply:

5.1. **Common Use Premises** - the areas of the Student House to which all Residents may have access and use in accordance with the Regulations.

5.2. **Improvement of living conditions in a room** - repair of walls, floors, ceilings or other changes to the aesthetic appearance of a room.

5.3. **Unclassified student** - a person studying at the University under a contract of an unclassified student.

5.4. **Student** - a person studying at the University in the first (Bachelor's), second (Master's) or third (Doctoral) cycle of studies.

5.5. **Student House Employee** - Manager, Administrator, Concierge-Security Officer (Student House in Vilnius), Concierge (Student House in Kaunas) (hereinafter jointly referred to as "Concierge-Security Officer"), housekeeping worker, sanitary technician, electrician, cleaner.

5.6. **Interruption of studies** - suspension of a Student's studies at the University or the granting of an academic leave as provided for in the University Study Regulations.

5.7. **Guest** - a person who comes to the Student House to visit a Resident.

5.8. Other terms used in the Regulations shall have the same meaning as defined in the University Study Regulations.

6. In the event of any conflict between these Regulations and the legislation of the Republic of Lithuania, the legislation of the Republic of Lithuania shall apply.

II. PROCEDURE FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT HOUSES

7. Priority for accommodation in the Student House is given to full-time students who:

7.1. have no financial debts to the University.

7.2. have no disciplinary penalties in force for breach of the Regulations.

7.3. have not interrupted their studies.

8. If available, the Student House can accommodate part-time students, students whose studies are interrupted, unclassified students and persons who are not students at the University.

9. Students who wish to book long-term accommodation in the Student House must do so through the reservation system. The reservation is completed by paying the reservation fee set by the Rector of the University, which is credited as part of the accommodation fee for the Student House. The booking fee shall be refunded in the cases and according to the procedure set out in point 39 of these Regulations.

10. Students requesting short-term accommodation and persons who are not students at the University shall apply for accommodation at the Student House by e-mail *studentunamai@mruni.eu* in Vilnius and *vsa-studentunamai@mruni.eu* in Kaunas, indicating the desired period of accommodation. A reply on accommodation in the Student House shall be provided within 5 working days at the latest.

11. By signing the Student House Accommodation Contract (hereinafter referred to as the "Contract"), students and persons who are not students at the University shall acknowledge that they have read and will abide by these Regulations. Ignorance of the Regulations shall not exempt you from liability for non-compliance.

12. The Contract with the Student shall be concluded for a period of the Student's choice, but not longer than until the end of his/her studies at the University as stipulated in the study programme. A Contract with a person who is not a student at the University shall be concluded for the period offered by the University. The contract with the Resident is signed by the Student House Manager.

13. After signing the Contract, the magnetic access card to the Student House (hereinafter referred to as the "Card") is activated. Cards can be personal or Student House cards, as chosen by the Resident. In case of loss of the Student House card, a fee of EUR 5 (five) will be charged.

14. The University undertakes to hand over to the Resident the Student House room, the details of which and the inventory contained therein are set out in the Room Handover and Acceptance Act, and the Resident undertakes to accept and use the room in accordance with the provisions of these Regulations and the Contract. The Room Transfer-Acceptance Act shall be signed by the Student House Manager (hereinafter referred to as the Manager) or the Student House Administrator (hereinafter referred to as the Administrator) and the Resident.

15. A Resident wishing to terminate the Contract prematurely shall inform the Manager/Administrator by e-mail *studentunamai@mruni.eu* (Student House in Vilnius) and *vsa-studentunamai@mruni.eu* (Student House in Kaunas) at least 10 (ten) working days prior to the date of termination of the Contract. A Resident who misses the notification deadline referred to in this clause shall be subject to a fine of EUR 50 (fifty).

16. The Resident wishing to extend the Contract shall notify by e-mail *studentunamai@mruni.eu* (Student House in Vilnius) and *vsa-studentunamai@mruni.eu* (Student House in Kaunas) at least 10 (ten) working days before the expiry of the Contract term. A student who has priority to reside in the Student House in accordance with clause 7 of the Regulations shall have his/her Contract renewed. For Residents referred to in clause 7 of the Regulations and for Residents who have missed the notification deadline referred to in this clause, the Contract may be renewed upon availability of places. The Contract shall be renewed subject to the periods provided for in this clause. A Resident who misses the notification deadline referred to in this clause shall be subject to a fine of EUR 50 (fifty).

17. To ensure the rational use of the premises and the energy resources of the Student House, or for other objective reasons (during renovation or repair works of the residence, etc.), the manager may relocate the Resident to another room, providing the Resident with living conditions that are not inferior, as far as possible. The Resident shall be informed of such decision of the Manager by email

at least 5 (five) working days prior to the date of the planned relocation, unless urgent or emergency repair work is required. In the event of a relocation, a new Contract shall be concluded with the Resident.

18. In the event of a vacancy in a room, and if a new Resident has not moved into the vacant room within one month of the date of the vacancy, the Manager may offer the Resident another room of the same type (e.g. double or triple). Residents living in the Student House for a shorter period, or Residents who have not improved their living conditions at their own expense, are relocated first. Upon the Resident's agreement to move to another room, a new Contract shall be concluded with the Resident.

19. The University has the right to unilaterally terminate the Contract with the Resident under the following cases:

19.1. In the case of non-payment of accommodation fees in the Student House or other fees for additional services provided for in sub-paragraph 25.7 of the Regulations for more than one month.

19.2. In the case of a resident's refusal to move to another room, in the cases set out in points 17 and 18 of the Regulations.

19.3. upon the removal of the Student from the student lists.

19.4. when Residents are expelled from the Student House for two warnings or a serious breach of the Regulations.

19.5. when the Resident subleases the room to another person.

20. The student is obliged to inform the Manager about the changes in the student's status referred to in Section 19.3 of the Regulations not later than within 3 (three) working days from the date of the University decision to remove the student from the student lists by sending an e-mail to *studentunamai@mruni.eu* (Student House in Vilnius), *vsa-studentunamai@mruni.eu* (Student House in Kaunas).

21. The decision on the unilateral termination of the Contract by the University on the grounds set out in Section 19 of the Regulations (except for sub-point 19.4) shall be taken by the Manager. The decision sets out the legal basis for the termination of the Contract. The Resident shall be informed of the decision by email at least 5 (five) working days before the termination of the Contract. If the Contract is unilaterally terminated on the grounds provided for in sub-clause 19.4 of the Regulations, the Contract shall be deemed to be terminated on the next working day following the date of the notification of the Resident of the disciplinary sanction imposed - removal from the Student House.

22. In the event of unilateral termination of the Contract by the University (except for the termination of the Contract on the grounds provided for in sub-clause 19.4), the Resident shall be obliged to move out of the Student House in accordance with the procedure set out in Clause 24 of the Regulations not later than 3 p.m. of the last day of the notification period specified in Clause 21 of the Regulations. If the Contract is unilaterally terminated on the grounds set out in sub-clause 19.4 of the Regulations, the Resident shall be obliged to move out of the Student House by the deadline set out in clause 78 of the Regulations, in accordance with the procedure set out in clause 24 of the Regulations.

23. Upon expiry of the Contract, the Resident must vacate the Student House in accordance with the procedure set out in Clause 24 of the Regulations no later than 3 p.m. on the last day of the Contract.

24. When vacating the Student House, the Resident is obliged to pay all fees (accommodation fee, additional services and other fees), vacate and hand over to the Manager/Administrator a clean room, inventory, common areas, room keys, bed linen, Student House entrance card. The resident must take all personal belongings with him/her when moving out.

The University is not responsible for personal belongings or other property left in the room or common areas.

III RIGHTS AND OBLIGATIONS OF STUDENT HOUSE RESIDENTS

25. As a resident, you have the right to:

25.1. provide comments and suggestions for the improvement of living and recreational conditions, order and cleanliness in the Student House.

25.2. seek help from the Student House staff, call the general helpline and, if warranted, from public order officers and the police.

25.3. use the kitchens, toilets and showers without restriction, unless the management of the residences makes a reasoned decision to temporarily restrict the use of the facilities for objective reasons.

25.4. use the study and recreation rooms for a maximum of 12 hours from the time the key is collected.

25.5. enter and leave the Student House at any time of the day or night.

25.6. use the laundry service and utility equipment (vacuum cleaner, iron, etc.).

25.7. use additional services provided by the Student House for an additional fee:

25.7.1. rental of a refrigerator.

25.7.2. bed linen rental.

25.7.3. the production of the entry card.

25.7.4. retrieval of the room key if lost.

25.7.5. repeated relocation of the Resident to another room or other Student's home at the Resident's request and with the permission of the Manager.

26. Guests are admitted to the Student House only from 7 am to 11 pm, and until midnight on Fridays and Saturdays and public holidays. They are registered in the Visitors' Book kept by the Student House Concierge-Security Officer. Guests are required to show their ID to the Concierge-Security Officer and to state the name and room number of the Resident they are visiting. The behaviour of Guests, including the behaviour of Guests who do not check in or check out on time, is the responsibility of the Resident to whom they have come, in accordance with the Regulations.

27. The Resident shall be allowed to use his/her own furniture, refrigerator and other facilities for the duration of the Contract, subject to the approval of the Manager or the Administrator and with their permission.

28. Residents are allowed to upgrade their living conditions by carrying out minor repairs at their own expense, if they so wish and upon approval by the Manager. The University shall not reimburse for any works carried out at the expense of the Residents to upgrade (repair, replace) the premises, property or facilities of the Student House.

29. Residents may change rooms or move to another Student House once per academic year, free of charge, and upon approval by the Manager.

30. The Resident is obliged to:

30.1. respect the rights and legitimate interests of other Residents and not infringe them.

30.2. pay on time the fees for accommodation services in the Student House, fees for additional services and other fees provided for in the Regulations.

30.3. use the room and common areas as intended.

30.4. maintain cleanliness and tidiness in the room and common areas in accordance with sanitary hygiene standards.

30.5. behave responsibly and take care of the University property contained in the room and in the common areas, and strictly observe fire safety requirements.

30.6. In accordance with the procedure established by the Civil Code of the Republic of Lithuania, the Resident shall reimburse the University for the damage caused by his/her unlawful actions to the Student House. The Resident is also liable for damages caused by the unlawful acts of his/her Guest. If the guilty party is not identified, all Occupants of the room are jointly and severally liable. Damage caused in the common areas, in the absence of identification of the guilty party, shall be the responsibility of all Occupants of that floor. The damage caused shall be shared proportionally among all the Occupants of the floor upon the drawing up of the document.

30.7. to observe generally accepted standards of conduct in accordance with the University Code of Academic Ethics and the legislation in force in the Republic of Lithuania. Not to disturb the work and rest of the residents of the Student House and the residents of neighbouring houses by inappropriate behaviour (e.g. use of musical equipment, other facilities).

30.8. protect and preserve the inventory, facilities and other property of the Student House in the rooms, common areas and the territory of the Student House.

30.9 use energy resources sparingly and ensure that lights, running water, electrical appliances and open windows are not left on when leaving a room or common areas, or when leaving the premises of the Student House.

30.10. immediately inform the Manager or the Administrator, or in their absence - the Student House Concierge-Security Officer, about broken or damaged Student House inventory, equipment and other property.

30.11. allow Student House staff to enter your room at all times, day and night, if this is necessary to enforce house Regulations, to accommodate new occupants, to assess room conditions, to make urgent repairs, or to respond to emergencies.

30.12. carry out the lawful instructions of the Student House staff.

30.13. be aware of these Regulations and any amendments thereto and undertake to comply with them.

31. It is prohibited for a Student House Resident to:

31.1. exchange rooms without the permission of the Manager.

31.2. use his/her own furniture, refrigerator and other facilities without the permission of the Manager or the Administrator.

31.3. upgrade the living conditions in the room without the Manager's permission.

31.4. arbitrarily move the inventory of the Student House, rearrange furniture in the rooms and common areas, leave the inventory of the room in the corridors and balconies.

31.5. use the room for any purpose other than its intended use, damage or dismantle the inventory of the room, the fire alarm system and internal fire water supply, or arbitrarily rework the electrical wiring and other engineering networks.

31.6. consume, possess and/or sell alcoholic beverages, narcotic or psychotropic substances.

31.7. smoke tobacco or tobacco-like products outside designated areas.

31.8. throw various objects, cigarette butts and rubbish out of windows.

31.9. store food or other items on external windowsills.

31.10. sublet the room or allow others to use it.

31.11. use pyrotechnics or explosives, flammable or combustible materials, candles.

31.12. leave household waste, dirty dishes or personal belongings in the common areas.

31.13. place antennas, posters, photos, decorations or other objects on the doors, windows, walls or other surfaces of the room or common areas.

31.14. by his/her inappropriate behaviour create inappropriate conditions for other Residents of the room, fail to comply with the hygiene norms stipulated by the legislation of the Republic of Lithuania, disturb the peace of other Residents, interfere with their studying and rest, play music loudly, organize noisy parties and otherwise violate other requirements of public order.

31.15. Keep pets or other animals in Student Houses.

31.16. keep and use household appliances, hotplates, fryers, microwaves, heaters, more than one fridge and kettle, and electrical appliances that are not in working order.

31.17. upon moving out of the Student House, leave household appliances and other personal belongings.

31.18. move out of the Student House without making payment, without informing the Manager or the Administrator and without handing over the room in accordance with the procedure set out in Clause 24 of the Regulations.

31.19. use the bed provided to the Resident without bed linen and covers.

31.20. disrespect, threaten or insult Student House staff, Residents and Guests.

IV. RIGHTS AND OBLIGATIONS OF STUDENT HOUSE STAFF

32. Rights of Student House staff:

32.1. The Manager shall have the right to receive information from the relevant units of the University about the termination of studies at the University, expulsion from the University, interruption of studies.

32.2 The Concierge-Security Officer shall have the right to enter the common areas and sanitary facilities in the room blocks at any time of the day or night to inspect or repair the facilities therein, if necessary (to report a fault, notice a fault, etc.) by unlocking the door. The Concierge-Security Officer shall alert the Residents of the room to the visit by knocking on the door before unlocking the door. The Concierge-Security Officer has the right to enter the common areas in the absence of Residents in the room.

32.3. The Concierge-Security Officer shall have the right to enter the room upon knocking at the door of the room so as to ensure compliance with the requirements of the Regulations. In the event of a report by a Resident of a possible violation of the Regulations, the Concierge-Security Officer shall have the right to enter the room at any time day or night. The Concierge-Security Officer shall inform the Manager in writing of the visit to the room.

32.4. The Manager and the Administrator have the right to enter the room at all times of the day and night without the Resident's permission so as to ensure compliance with the Regulations. The Administrator shall inform the Manager orally or in writing of the visit to the room.

32.5. The Manager and the Administrator have the right to order cleaning services (with a prior notice to the Residents of the room if a violation of the sanitary hygiene standards has been detected during the inspection in the room or the common areas of the room blocks). The cleaning service is billed to the Residents of the room(s) following prior notification to the Residents by email.

32.6. the Concierge-Security Officer shall have the right to refuse to admit a Guest to the Student House if he/she refuses to provide the data specified in Clause 26 of the Regulations.

32.7. The Manager shall have the power to impose or propose disciplinary penalties on Residents for breaches of the Regulations.

32.8. The Manager and the Administrator have the right to carry out periodic checks on the order and hygiene of the rooms, following prior notification to the Residents by email.

32.9. If the Resident fails to return the Student House equipment, fails to move out of the Student House or continues to stay in the Student House after having been evicted from the Student House in breach of the Rules, the Manager has the right to report the Resident to the Police.

32.10. Student House staff are entitled to carry out other functions to ensure compliance with the Regulations.

33. If the staff of the Student House finds personal or improperly left items (household waste, dirty dishes, personal inventory, etc.) in the common areas, they shall warn the Resident to immediately remove or tidy up the items to ensure order and compliance with the hygienic and sanitary norms. If the owner of the abandoned items cannot be identified within 1 (one) working day,

the staff of the Student House, upon informing the Manager in advance and obtaining his/her permission, shall have the right to dispose of the abandoned items without informing the owner.

34. At the end of the Contract period, if the Resident leaves personal belongings in the room, the Manager or the Administrator shall have the right to collect the belongings and place them in the storage room. The Manager or Administrator shall inform the Resident of the abandoned items using the contacts specified in the Contract. If the Resident fails to respond within three (3) working days, his/her personal belongings may be disposed of.

35. Student house staff are obliged to:

35.1. respect the rights and legitimate interests of Residents and not infringe them.

35.2. provide Residents with information and advice on accommodation services in the Student House.

35.3. perform their duties in a responsible manner in accordance with the Regulations, the University internal legal acts and other legal acts.

V. PROCEDURE FOR THE PAYMENT OF ACCOMMODATION FEES IN STUDENT HOUSES

36. The Student House accommodation fee is payable for half a month or a full month: Residents who choose to arrive at the Student House before the 15th day of the current month at the time of booking pay the Accommodation Fee for the whole month. Residents who choose to arrive at the Student House on or after the 16th day of the current month pay the Accommodation Fee for half of the month.

37. The Student House accommodation fee starts from the date of arrival chosen at the time of reservation.

38. The accommodation fee for the Student House after the expiry of the Contract or in the event of early termination of the Contract shall be determined in accordance with the following rules:

38.1. on expiry or termination of the Contract before the 15th day of the current month, the Accommodation Fee shall be payable for half of the month.

38.2. on expiry or early termination of the Contract on or after the 16th day of the current month, the Accommodation Fee shall be payable for the entire month.

38.3 The fee for short-term accommodation is payable immediately before check-in.

39. A Resident who has cancelled his/her reserved place in the Student House and who has notified the Student House by e-mail *studentunamai@mruni.eu* (Student House in Vilnius), and *vsa-studentunamai@mruni.eu* (Student House in Kaunas) at least 10 working days before the scheduled accommodation date may get a refund of the accommodation fee paid for the Student House by submitting a request to the e-mail address specified in this clause. If the Resident does not give notice or cancels the reservation less than 10 working days before the scheduled arrival date, the accommodation fee will not be refunded.

40. Students pay the Student House accommodation fee by the 15th day of each month via the payment link "Self-service" on the University website. Persons who are not students at the University pay the accommodation fee at the Student House by the 5th day of each month via the payment link "Self-service" on the University website.

41. The Student House accommodation fee shall be paid no later than 5 working days before the move-out date specified in the Contract.

42. Residents wishing to live in the Student House in July and/or August shall pay the fees for one or both months by 5 July.

43. On the day of departure, the Resident shall hand over the room, room keys, bed linen and equipment to the Administrator, the Manager or the Concierge-Security Officer by 3 pm on the same day.

44. In the event of non-compliance by the Resident with the conditions for payment of fees, the University shall have the right to transfer the recovery of the Resident's debt and the personal data necessary for this purpose to debt collection companies without the Resident's separate consent or to apply to the court in accordance with the procedure established by law. In case of late payment of the Student House accommodation fee or other fees (if any), a late payment interest of 0.05% of the unpaid amount will be charged for each day of late payment.

45. The University reserves the right to review and amend the Student House accommodation fees once a year. In such a case, a new Contract shall be concluded with the Resident.

46. Full-time students who are orphans may be exempted from the fee for accommodation in Student House upon submission of an application and supporting documentation to the University Student and Staff Support Committee.

47. Students with disabilities may receive a 50% reduction in accommodation fees at the Student House by submitting an application and the supporting documentation to the University Student and Staff Support Committee.

48. The decision on exemption from or reduction of the accommodation fee in the cases provided for in Clauses 49 and 50 of the Regulations shall be taken by the University Student and Staff Support Committee.

49. Students may be exempted from the Student House accommodation fee, or the fee may be reduced in the cases and according to the procedure set out in Section VI of the Regulations.

50. Students have the right to apply for a social scholarship to cover the cost of accommodation in the Student House in accordance with the procedures set out in the University Scholarship and Study Support Regulations.

VI. EXEMPTION FROM OR REDUCTION IN STUDENT ACCOMMODATION FEES AT UNIVERSITY STUDENT HOUSES FOR SPORTSPERSONS WHO ARE UNIVERSITY STUDENTS AND WHO HAVE SIGNED A SPORTS ACTIVITY AGREEMENT WITH THE UNIVERSITY, OR WHO ARE MEMBERS OF A SPORTS CLUB THAT HAS SIGNED A COOPERATION AGREEMENT WITH THE UNIVERSITY

51. A sportsperson studying at the University who has signed a sports contract with the University or who is a member of a sports club which has signed a cooperation agreement with the University (hereinafter referred to as a "sportsperson studying at the University") may be exempted from paying the minimum fee for accommodation in student residences or may be entitled to a reduction in the accommodation fee for one semester, if this is provided for in the contract.

52. A sportsperson studying at the University undertakes to strengthen the sporting field of the University, to promote the name of the University and to pursue academic excellence.

53. A sportsperson studying at the University shall be exempt from the minimum fee for accommodation in the Student House, or the fee may be reduced on the proposal of the Head of the Fitness and Sport Unit of the Centre for University Community Welfare and on the recommendation of the Centre for Communication and Marketing (except for the first semester of study), which shall justify the fulfilment of the sportsperson's obligations to promote the name of the University.

54. A sportsperson studying at the University shall apply for exemption from the minimum fee for accommodation in the Student House to the Head of the Fitness and Sport Unit

of the Centre for University Community Welfare by 15 September in the autumn semester and by 15 February in the spring semester. If the agreement between the sports activity or sports club and the University is concluded after the expiry of the term of the agreement, the sportsperson studying at the University shall submit his/her request no later than 15 calendar days following the conclusion of the agreement.

55. The Head of the Fitness and Sport Unit of the Centre for University Community Welfare shall, no later than within 15 calendar days from the date of receipt of the request, on the recommendation of the Centre for Communication and Marketing, and on the basis of an assessment of academic progress and on the basis of a contract for sports activities or a cooperation agreement with a sports club, formulates a proposal for the waiver of the minimum fee for the Student House accommodation or a reduction of the fee.

56. A sportsperson studying at the University shall be exempted from accommodation fees in the Student House or the fees shall be reduced by order of the Rector of the University based on a recommendation from the Head of the Fitness and Sport Unit of the Centre for University Community Welfare.

VII. HEAD OF STUDENT HOUSE FLOOR, COUNCIL OF HEADS OF STUDENT HOUSE FLOORS

57. The Coordinator of Student Representatives of Mykolas Romeris University (hereinafter referred to as "Student Representative"), with the approval of the Manager, shall approve the Heads of the Student House Floors (hereinafter referred to as "Head") for one academic year.

58. A Head of the Student House Floor has the following functions:

58.1. inspect the order and cleanliness of the common areas.

58.2. inform the Student House staff about any noticeable violations of the Regulations.

58.3. organise and participate in meetings of the Floor Residents as necessary.

58.4. At the request of the Manager, the Administrator, the Student Representative or the Chairperson of the Council of Heads of the Student House Floors (hereinafter referred to as "the Council"), provide and disseminate relevant information to the Residents of the Floor.

58.5. At the request of the Manager, the Administrator, the Student Representative or the Chairperson of the Council, carry out a survey of the Residents of the Floor and summarise it.

58.6. administer the virtual (online) communication (if any) of Floor Residents.

59. The Heads of the Floor form the Council. By 30 September of each year, the Student Representative shall review the list of the Floor Heads and, if necessary, appoint new Heads of the Floor in accordance with the procedure set out in Clause 57 of the Regulations and with the approval of the Manager.

60. The Council, chaired by the Student Representative, shall elect the Chairperson and Secretary of the Council for one year. The elections are organised by the Student Representative. A Student Representative shall participate in the Council vote. The candidate with the most votes is elected. Elections must be recorded in minutes. The minutes must be emailed to the Chair of the MRUSA Social and Academic Affairs Committee within 3 (three) working days. The first meeting of the Council shall be chaired by a Student Representative appointed by MRSUA.

61. The Council shall be guided by the Statute of the University, these Regulations and other internal legal acts of the University.

62. The Council shall meet at least once every 2 months. An extraordinary meeting may be convened if necessary. The minutes of the meeting shall be signed by the Chairperson and the Secretary of the Council.

63. The Council has the following functions:

63.1. represent the interests of the Residents in the University.

63.2. in the light of the results of the Residents' Survey or on own initiative, make proposals and comments to the Manager on the improvement of living and recreational conditions in the Student House.

63.3. provide an opinion on changes regarding the infrastructure of the Student Houses planned by the University.

63.4. consider and give an opinion on the Regulations and amendments thereto and may, on its own initiative, propose amendments to the Regulations.

63.5. organise Residents' Meetings as necessary.

64. Chairperson of the Council:

64.1. chairs the Council meetings.

64.2. moderates meetings of Residents organised by the Council.

64.3. represents the Residents in meetings with the administration of the Student House, cooperates with other governing bodies of the University, and provides feedback to the Residents on the results of this work.

64.4. reports to the Student Representative and the Manager on the activities carried out.

64.5. provides an annual feedback report on the Council's activities on the *www.mrusa.lt* platform.

65. On the recommendation of the Student Representative, the fee for accommodation in the Student House may be reduced by up to 50% for the Chairperson of the Council. The decision on the reduction of the accommodation fee shall be taken by the University Student and Staff Support Committee at the request of the Manager.

66. The Chairperson of the Council shall cease to hold office:

66.1. on expiry of the term of office.

66.2. on his or her resignation.

66.3. in the event of suspension by the Student Representative for failure to perform the duties of the Chair, or in the event of a vote of no confidence or suspension by the Manager for failure to perform the duties of the Chair.

VIII. DISCIPLINARY MEASURES

67. The following disciplinary measures may be imposed on Residents who breach the Regulations, depending on the severity of the breach:

67.1. a notice.

67.2. a warning.

67.3. termination from the Student House.

68. The notice is valid for one year from the date of award. The Manager may issue a warning to the Resident for two notices received per year.

69. A warning is valid for one year from the date of the imposition, for two warnings received within one year, the Resident is expelled from the Student House.

70. Suspension from the Student House for the whole period of study or permanently shall be for:

71.1. two warnings received within one year.

71.2. the production and distribution of alcoholic beverages in the Student House.

71.3. malicious or systematic damage to equipment, inventory or other property in the Student House or its territory.

71.4. possession, use, production or distribution of narcotic or psychotropic substances in the Student House.

71.5. refusal to indemnify the University for damages caused.

71.6. disrespectful, insolent behaviour towards other Residents, Student House staff, police or security personnel on duty.

71.7. a serious breach of fire safety requirements resulting in consequences.

71.8. weapons or explosives kept in the room.

71.9. other serious breaches of the Regulations.

72. A report or complaint of a possible breach of the Regulations shall be made to the Manager. The Manager shall carry out an initial assessment of the report or complaint and within no more than 3 (three) working days shall take a decision on whether to initiate an investigation into a possible breach of the Regulations. When the Manager decides to open an investigation, the report or complaint received shall be registered in the Document and Process Management System (hereinafter referred to as eDVS). An anonymous report or complaint shall be registered in the same way as a non-anonymous report or complaint.

73. The Manager shall inform the person who made the report or complaint, the person complained against, and any other person involved in the investigation (witnesses referred to in the report or complaint, etc.).

74. When investigating a possible violation of the Regulations, the Manager shall have the right to consult the Committee for the Supervision of the Regulations on the Use of Student Houses (hereinafter referred to as "the Committee"), which is established by order of the Rector of the University, and which shall issue a conclusion on the possible violation of the Regulations and a proposal on the imposition of a disciplinary penalty.

75. The Committee shall be composed of the Manager (who shall chair it), the Head of the Economic Service, a lawyer from the Legal and Procurement Service, a representative delegated by the Academic Affairs Centre or the Office of Internationality, a student representative and a representative delegated by MRUSA.

76. The person in respect of whom a notification or complaint has been received shall be informed of its content by e-mail and shall be obliged to submit a written explanation within three (3) working days of the date of notification. If the person complained against does not provide an explanation in writing within three (3) working days from the date of the notification, he/she shall be deemed to have refused to provide one.

77. Disciplinary penalties for breach of the Regulations shall be imposed within 15 (fifteen) working days of notification of the breach of the Regulations. If the Manager decides to consult the Commission, disciplinary penalties shall be imposed within 20 (twenty) working days from the date of notification of the breach of the Regulations.

78. A resident who has been disciplined by removal from the Student House shall be required to move out within one (1) working day from the date of notification of the disciplinary penalty.

79. Disciplinary penalties, such as notices and warnings, shall be imposed by a reasoned decision of the Manager. Residents shall be expelled from the Student House by order of the Rector of the University on the proposal of the Manager. The Manager's proposal shall include a justification for the imposition of such disciplinary action.

80. Disciplinary penalties are registered in the eDVS.

81. If the Manager identifies possible indications of a criminal offence, he/she shall immediately forward the investigation material to the competent law enforcement authorities.

82. The Resident shall be informed of the disciplinary penalty imposed by e-mail no later than 3 (three) working days after the penalty is imposed.

IX. FINAL PROVISIONS

83. These Regulations shall be amended, supplemented or repealed by order of the Rector of the University.

84. Amendments to the Regulations are subject to coordination with the Council