

APPROVED

By the order No. V1-92 of the
Director Lietuvos Inžinerijos
Kolegija HEI on 26 August, 2024

INTERNAL RULES OF THE DORMITORY ON LIETUVOS INŽINERIJOS KOLEGIJA HEI

I. GENERAL PROVISIONS

1. The internal rules of the dormitory of the Public Institution “Lietuvos Inžinerijos Kolegija HEI” (hereinafter LIK) (hereinafter Rules) establish the internal order of the LIK dormitory.
2. The dormitory is maintained from LIK funds and fees paid by residents for accommodation and other services.
3. The dormitory’s activities are organized, implemented, and supervised by:
 - 3.1. In the Faculty of Industrial Engineering and Technologies (hereinafter FIET) – the dormitory activity coordinator;
 - 3.2. In the Faculty of Environmental Engineering (hereinafter FEE) – the student affairs administrator.

II. ACCOMMODATION IN THE DORMITORY

4. The dormitory is provided to individuals upon signing a dormitory room rental agreement.
5. Priority for the dormitory is given to LIK students and employees. If there are vacant places, other persons may also be accommodated in the dormitory according to the procedure established in these Rules.
6. For group accommodation, a Dormitory Room Rental Agreement may be concluded with legal entities. In this case, the Rules apply to the accommodated individuals to the extent not otherwise specified in the Dormitory Room Rental Agreement.
7. LIK students are admitted to the dormitory based on the following priority criteria:
 - 7.1. The student has a disability and provides supporting documentation;
 - 7.2. According to the distance of the student's residence from LIK, priority is given to the student living farther away. In this case, documents confirming the place of residence must be submitted;
 - 7.3. The student comes from a socially disadvantaged family and provides supporting documentation.
8. All individuals accommodated in the LIK dormitory (hereinafter Residents), regardless of the duration or legal basis of their accommodation, must be familiarized with these Rules and commit to following them. Ignorance of the Rules does not exempt the Resident from responsibility for non-compliance.
9. Residents are accommodated in the dormitory, according to the director’s order, by the dormitory activity coordinator / student affairs administrator or by the dormitory guard on the instruction of the dormitory activity coordinator / student affairs administrator.
10. Upon moving in, the Resident receives a room key (a spare key is kept by the on-duty dormitory staff), personal-use inventory, and an access card in accordance with the card issuance procedure approved by the director’s order.
11. An administrative fee, as approved by the director’s order, must be paid for the access card (applies to FIET dormitory).

12. Residents are responsible for the dormitory key and access card. If not returned, the Resident must cover the replacement cost.
13. All dormitory Residents must take responsibility for their room and its furnishings, clean the room themselves, take out trash to the designated collection points, and maintain cleanliness in shared areas. The maintenance of shared areas is organized and ensured by LIK dormitory staff.
14. With the agreement of the dormitory activity coordinator / student affairs administrator, the Resident is allowed to use their own furniture and bedding.
15. LIK is not responsible for personal belongings or other property left in the room or shared areas.
16. In the event of reconstruction, renovation, reorganization, or adjustments to the dormitory – for example, to house first-year students together or use space more efficiently – the dormitory activity coordinator / student affairs administrator has the right to transfer the Resident to another room. Efforts will be made to ensure that living conditions do not worsen. The Resident must be informed of the relocation at least five (5) days in advance.
17. The specific time for moving into the FEE dormitory must be coordinated with the student affairs administrator or the Dormitory Council no later than two working days before the accommodation date.
18. Upon the expiration of the dormitory room rental agreement (after graduation, termination of studies, or moving out), the Resident must:
 - 18.1. Pay all fees and debts for the dormitory and present proof of payment (receipt) to the dormitory activity coordinator / student affairs administrator or, by their instruction, to the dormitory guard;
 - 18.2. Vacate and return to the dormitory activity coordinator / student affairs administrator or, by their instruction, to the dormitory guard, the cleaned and tidy premises, the inventory provided to the Resident, the room key, and access card;
 - 18.3. Sign in the dormitory room rental agreement.

III. RIGHTS AND RESPONSIBILITIES OF THE DORMITORY RESIDENTS, PROHIBITIONS

19. Residents have the right to:
 - 19.1. Express remarks and make suggestions regarding the improvement of living conditions, order, and cleanliness in the dormitory;
 - 19.2. Seek assistance from dormitory staff, the security service, or the police;
 - 19.3. Use kitchens, showers, and shared spaces;
 - 19.4. Host guests in the dormitory from 07:00 to 23:00 according to the procedure set in Section IV of these Rules;
 - 19.5. Use only small electrical appliances in the room, excluding heating devices; however, the total power consumption of all devices used in the room must not exceed 3 kW;
 - 19.6. Submit complaints to the dormitory activity coordinator / student affairs administrator or guards regarding the behaviour of dormitory Residents or their guests;
 - 19.7. Request that dormitory equipment or inventory malfunctions be resolved within 3 (three) working days, except when the nature of the issue makes it objectively impossible to resolve within that time frame. Repairs are carried out with consideration of LIK financial capabilities;
20. Enter or leave the dormitory at any time of day or night.

21. Residents must:

- 21.1. Comply with these Rules, the conditions of the dormitory room rental agreement, the laws of the Republic of Lithuania, other legal acts, and the instructions of the University administration and dormitory staff;
- 21.2. Maintain cleanliness and order in their rooms as well as shared spaces;
- 21.3. Promptly inform the dormitory activity coordinator / student affairs administrator about any changes in contact information (residential address, phone number, email);
- 21.4. Upon termination of the dormitory room rental agreement, return a clean and orderly room to dormitory staff in accordance with these Rules. If the room is left uncleaned, an act is drawn up and signed by the dormitory activity coordinator / student affairs administrator or, by their instruction, by the dormitory guard and mentors. In such cases, the room is cleaned at the University expense, and the cleaning cost is charged to the Resident. The room cleaning fee is established by a director's order;
- 21.5. Take all personal belongings when moving out. If personal items are left behind, the University has the right to remove and dispose of them, and the Resident must cover all related costs;
- 21.6. Observe quiet hours from 22:00 to 07:00 and follow hygiene standard HN 33:2011 "Noise Limit Values in Residential and Public Buildings and Their Surroundings" and other hygiene regulations;
- 21.7. Follow fire safety instructions;
- 21.8. Take care of and preserve inventory and use energy resources efficiently;
- 21.9. Report any room defects (e.g., broken windows) as soon as possible, but no later than within one day of noticing them, to the dormitory activity coordinator / student affairs administrator or guard. Failure to report will result in the assumption that the damage was caused by the Residents of that room;
- 21.10. Immediately report any malfunction or emergency in the dormitory to the dormitory staff;
- 21.11. In case of noise during quiet hours, alcohol consumption, or other violations of these Rules, report the incident directly to the on-duty dormitory staff, and in the FIET dormitory – by calling the designated phone number;
- 21.12. Allow University and dormitory staff, security service, and police personnel to enter the room at any time if necessary to ensure compliance with these Rules;
- 21.13. Pay the room rental fee on time;
- 21.14. Compensate the University for any damage caused, in accordance with the procedure established in these Rules;
- 21.15. Behave respectfully toward other dormitory Residents and staff;
- 21.16. Respect the rights and legitimate interests of other dormitory Residents;
- 21.17. Fulfil other obligations established by these Rules, Lithuanian legislation, and LIK internal documents.

22. Residents are prohibited from:

- 22.1. Consuming alcoholic beverages, narcotics, or other psychoactive substances in the dormitory or appearing intoxicated in shared areas;
- 22.2. Possessing or distributing alcoholic beverages, narcotics, or other psychoactive substances;
- 22.3. Smoking inside the dormitory premises or surrounding areas (except in designated smoking areas);

- 22.4. Littering in shared areas or on dormitory grounds;
- 22.5. Keeping animals in the dormitory without the permission of the dormitory coordinator / student affairs administrator;
- 22.6. Shouting, whistling, singing loudly, playing musical instruments or other sound-emitting devices, setting off firecrackers, or engaging in any other noise-generating activities in rooms or shared spaces;
- 22.7. Storing weapons, explosives, tools or equipment with internal combustion engines, lubricants, gasoline, or other flammable liquids;
- 22.8. Moving to another room or relocating furniture without permission;
- 22.9. Moving out of the dormitory without written notice to the dormitory activity coordinator / student affairs administrator;
- 22.10. Making any reparations or modifications to dormitory equipment or premises without the consent of the dormitory activity coordinator / student affairs administrator;
- 22.11. Damaging (breaking, burning, etc.) any dormitory inventory, premises, or other property through action or inaction;
- 22.12. Changing the room lock or keys without the consent of the dormitory activity coordinator / student affairs administrator or without providing a spare key;
- 22.13. Leaving household waste, dirty dishes, or other items from the room in shared areas;
- 22.14. Performing any other actions that violate the rights or legitimate interests of other Residents or staff.

IV. VISITORS POLICY

- 23. Residents are allowed to receive guests from 7:00 AM to 11:00 PM.
- 24. Guests arriving at the dormitory must present a personal identification document to the on-duty dormitory guard and register in the guest book, providing the required information. By signing the guest book, the guest confirms that they have read the Rules and agree to comply with them. The Resident being visited is responsible for the proper registration of their guest.
- 25. If needed and feasible, dormitory Residents' guests may be accommodated in the dormitory under a Dormitory Room Rental Agreement.
- 26. Staying in the dormitory after 11:00 PM without a valid Dormitory Room Rental Agreement is prohibited.
- 27. Guests are personally responsible under the laws of the Republic of Lithuania for any legal violations committed in the dormitory.
- 28. The Resident hosting the guest is jointly liable for the guest's behaviour, actions, and any damage caused.
- 29. If there are complaints from other Residents about a guest's behaviour or violations of internal rules, the dormitory activity coordinator, guards, mentors, or members of the Dormitory Council have the right to require the guest to immediately leave the dormitory.
- 30. If there is reason to believe that a guest may disrupt the internal order of the dormitory (e.g., appears intoxicated, behaves disrespectfully, etc.), the dormitory activity coordinator / student affairs administrator and the dormitory guard have the right to deny the Guest entry to the dormitory.
- 31. Individuals who have been removed from the dormitory for violating the Rules are not allowed to visit the dormitory, except in cases where removal was due to unpaid fees.

V. DORMITORY MENTORSHIP

32. Dormitory mentorship at the University is a partnership between dormitory mentors, residents who are knowledgeable about internal dormitory rules and living conditions, prepared to provide necessary information and assist, if needed, in resolving issues related to dormitory life and students residing in University dormitories.
33. The goal of dormitory mentorship is to develop the independence of University students living in dormitories, support their integration and adaptation into a new social and cultural environment, and foster cooperation with dormitory staff and the administration of the University and its faculties regarding dormitory life matters.
34. Mentorship is carried out by:
 - 34.1. In the FIET dormitory – dormitory mentors, who are appointed and dismissed on a voluntary basis at the proposal of the dormitory activity coordinator. Two mentors, who must be students living in the dormitory, are appointed in the University dormitory.
 - 34.2. In FEE dormitories – the Mentor Council, elected by dormitory residents.
35. Dormitory mentors must be well-acquainted with the internal rules of the dormitory.
36. Functions of dormitory mentors:
 - 36.1. Assist with the adaptation of dormitory Residents;
 - 36.2. Advise Residents on matters related to internal dormitory rules;
 - 36.3. Address violations of rules and/or property damage by Residents or guests, and report incidents to the dormitory activity coordinator / student affairs administrator;
 - 36.4. Ensure that departing Residents clean their rooms;
 - 36.5. Report problems or damages in the dormitory to the dormitory activity coordinator / student affairs administrator;
 - 36.6. Inform the dormitory activity coordinator / student affairs administrator about Residents' needs;
 - 36.7. Collaborate with dormitory staff on other dormitory life matters;
 - 36.8. Respond to Residents' questions or assist in resolving related issues within their competence;
 - 36.9. Participate in Resident meetings;
 - 36.10. Participate in decisions regarding accommodation discounts.
 - 36.11. Perform other duties assigned by the dormitory activity coordinator / student affairs administrator.
37. Rights of dormitory mentors:
 - 37.1. Receive a discount on the dormitory room rental fee, determined by a director's order based on a proposal from the faculty dean.
 - 37.2. Obtain necessary information for performing duties from the dormitory activity coordinator / student affairs administrator or other University staff;
 - 37.3. Enforce rules among Residents and guests;
 - 37.4. Represent Residents' interests before the University administration and communicate administrative requirements to Residents;
 - 37.5. Make suggestions to the administration and dormitory staff on improving living conditions.
38. **The Mentor Council** is subordinate and accountable to the FEE dormitory residents' assembly.

39. Only full-time students living in the University FEE dormitories may be members of the Mentor Council. Candidates must:
 - 39.1. Have no disciplinary actions for Rule violations in the past year;
 - 39.2. Have no financial debts to the University;
 - 39.3. Have no academic debts;
 - 39.4. Be well-acquainted with the Rules;
 - 39.5. Meet any additional requirements set on a case-by-case basis.
40. The Mentor Council consists of up to 5 members: Dormitory No. 3 elects 1 member, Dormitories No. 2 and No. 4 elect 2 members each. Only occupied dormitories hold elections.
41. The Mentor Council is elected each June by dormitory residents.
42. The first Resident meeting of the academic year is called by the student affairs administrator.
43. Candidates (hereinafter – Candidates) must submit a request to run for the Mentor Council to the student affairs administrator at least 3 working days before the election. Residents must be informed about the election at least 10 working days in advance.
44. Residents may propose candidates, provided they meet the requirements and deadlines specified in these Regulations. The nominee's consent must be submitted along with the proposal.
45. The student affairs administrator evaluates whether candidates meet the requirements and may invite candidates for an interview.
46. Each dormitory's Residents elect their Mentor Council member(s) at a Resident meeting. Elections may also be held remotely. Elections are valid if at least 50% of Residents participate. Members are elected by open vote and simple majority.
47. Elected Council members must hold their first meeting no later than 5 working days after the election. A chairperson of the meeting is elected by open majority vote. If the vote is tied, the oldest person by age chairs the meeting.
48. In the first meeting, the Mentor Council elects its chairperson by secret ballot with a majority vote. If tied, the meeting chairperson's vote decides.
49. Mentor Council member's term ends:
 - 49.1. When the rental agreement is terminated;
 - 49.2. Upon resignation;
 - 49.3. Upon dismissal for failure to fulfil or properly perform duties.
50. The decision to dismiss a Mentor Council member may be made by the University's Director (or a designated staff member) based on a proposal from the student affairs administrator or a dormitory Residents' meeting by simple majority vote. The meeting is valid if at least half of the Residents are present.
51. The chairperson's term ends:
 - 51.1. When the rental agreement is terminated;
 - 51.2. Upon resignation;
 - 51.3. Upon dismissal for failure to fulfil or properly perform duties.
52. In addition to the duties listed above, the chairperson must organize and lead Mentor Council meetings, manage the activities of the dormitory council, supervise the fulfilment of the Mentor Council's functions, and initiate meetings of the Council and Residents.

VI. DORMITORY FEES

53. The Resident must pay rent fees on time in accordance with the deadlines and procedures specified in these Rules and the dormitory room rental agreement.
54. The price of the dormitory room rental, the cost of services provided in the dormitory, and the amount of the deposit to be paid before moving in are approved by the Director's order each academic year. In the event of changes in service prices or other objective reasons, the prices may be changed during the academic year. The fee for debt administration is also approved by the Director's order.
55. Resident who wishes to occupy a room with fewer Residents than the number of places allocated by the University must pay proportionally higher rent according to the established rates. This option is only available if there are vacant places in the dormitory.
56. Resident who signs a rental agreement for a period not exceeding fifteen days must pay a daily fee or half-month rental fee.
57. Resident who signs a rental agreement for a period longer than fifteen days but less than one month must pay either a daily fee or the full monthly rental fee.
58. Residents who conclude a room rental agreement for less than one month must pay the full rental fee before moving into the dormitory.
59. A legal entity that signs Dormitory Room Rental Agreement (for a group) must pay the full rent specified in the agreement no later than 3 (three) business days before the rental start date.
60. If a Resident paying a monthly rental fee moves in on or before the 15th day of the current month, they must pay the full monthly rent. The full rent must also be paid if the Resident moves out after the 15th day of the current month.
61. If a Resident moves in after the 15th day of the current month, they must pay 50% of the monthly rent. Likewise, 50% of the monthly rent is due if the Resident moves out before the 15th day of the month.
62. Residents who conclude a room rental agreement for a period of one month or longer must pay a deposit (amount approved by the Director's order) before the move-in date and submit the payment receipt to the dormitory activity coordinator or the student affairs administrator.
63. Resident may be granted a rent discount upon the proposal of the dormitory activity coordinator if they have, with the knowledge of the coordinator or student affairs administrator, actively contributed to improving the dormitory environment, substituted for a dormitory mentor who was temporarily unable to perform their duties, assisted the mentor when the workload increased, or carried out similar activities.
64. The deposit and/or overpayment for dormitory rent is refunded upon written request by the Resident after contract termination, no later than 45 calendar days from the request submission date. The request must include the bank account number to which the refund should be transferred. The request must be submitted to the University no later than three months after the rental agreement ends.
65. If the Resident does not submit a refund request and signs a new rental agreement within three months, the deposit is carried over to the new contract. If the deposit amount is changed by Director's order, the Resident must pay the difference if it increased, or the difference is refunded if it decreased.
66. The deposit is not refunded if the Resident has unpaid debts under the rental agreement, has caused damage to the dormitory, or otherwise owes the University.
67. All payments for accommodation services must be made via bank transfer.

68. Resident may pay rent in advance for a longer period.
69. In cases of financial hardship, University students and employees whose monthly household income per family member does not exceed the government-defined minimum income level may, upon providing proof of eligibility for social assistance, receive a 50% rent discount for a 3-month period by decision of the faculty dean.
70. A 50% rent reduction may also be granted by decision of the dean to students who are orphans (under 25 years of age with both parents or adoptive parents deceased), or those who had guardianship/custody assigned by law before adulthood. Supporting documents must be submitted to receive this discount.
71. In exceptional cases, dormitory residents (students or staff) may be partially or fully exempt from rent due to worsened financial conditions caused by illness, death of close relatives (parents, children, etc.), natural disasters, or loss of property. The Resident must submit a request and supporting documents to the faculty dean. The decision is made by Director's order upon the dean's proposal.
72. In exceptional cases (e.g., financial hardship), payment of rent may be postponed for up to two months, no more than once per year, for Residents (students and staff) with a rental agreement of at least two months. Each case is assessed individually based on income, health, family situations, natural disasters, or property loss. A reasoned request and documentation must be submitted to the dean.
73. Monthly rent must be paid by the 10th day of the following month.
74. Invoices for accommodation and other services are sent to Residents via email.
75. Upon termination or expiration of the rental agreement, the Resident must fully settle all financial obligations (rent, service fees, and any debts) with the University by the move-out date.
76. If a Resident fails to pay rent on time, the University has the right to charge a late fee of 0.02% of the unpaid amount for each delayed day.
77. The University's accounting department monitors payment compliance. Information about unpaid rent is shared weekly with the dormitory activity coordinator / student affairs administrator.
78. If the Resident does not pay the full rent by the 10th of the next month, they receive a warning email and are given a deadline to make the payment. If payment is not made within the set deadline, the Resident is charged a debt administration fee set by the Director's order, issued a formal warning, and given an additional deadline to pay the debt, administration fee, and penalties. If payment is still not made, the rental agreement is terminated and legal debt recovery procedures begin.
79. Information specified in points 74, 76, and 78 is sent to students and staff via the email address provided by the University. Other Residents receive the information at the email address stated in the rental agreement. Such communication is considered a valid written notice.
80. If possible, after the summer holidays, the Resident may return to the same room upon request.
81. If a student does not extend their rental agreement after graduation and fails to move out by the end date, a daily accommodation fee (at guest rates) is charged.
82. Rent is calculated according to these Rules until the requirements in point 17.2 are fulfilled or until the individual is evicted in accordance with legal regulations.

VII. DORMITORY COMPUTER NETWORK USE RULES

83. The FIET dormitory computer network (hereinafter DCN) is a part of the University's computer network, intended for use by University students and other Residents (users) living in the FIET dormitory. This section does not apply to residents of the FEE dormitory.
84. The DCN provides computer network services during the academic year and has its own network administrator.
85. All materials used by the dormitory network administrator to connect users to the network become the property of the DCN;
86. The DCN network administrator is responsible for the connection within the DCN, from the fixed computer port in the user's room to the main DCN switch's optical converter (hereinafter – Optical Converter). The Resident (user) is responsible for the connection from the fixed port to their personal computer. The University's computer network administrator is responsible for the connection from the Optical Converter to the University network and beyond.
87. Content filtering rules are applied in the University computer network to block harmful content.
88. The University commits to providing a 100 Mbps bandwidth network line to the DCN's main Optical Converter and to ensuring uninterrupted Internet connection within its area of responsibility.
89. The Resident (each DCN user) has the right to:
 - 89.1. Use the network resources for learning, scientific research, and the implementation of non-commercial projects;
 89. 2. Use all services provided by the computer network, provided these Rules and the laws of the Republic of Lithuania are not violated.
 - 89.3. Receive consultations from the dormitory network administrator on issues related to network functionality.
90. The Resident (each DCN user) undertakes to:
 - 90.1. Maintain the security, hardware, and software of their computer, i.e., ensure that their network card is functional, the operating system and software are updated regularly, and antivirus software is up-to-date and functioning properly;
 - 90.2. Maintain the computer network cable from their personal computer to the room's fixed computer port;
 - 90.3. While using DCN resources, comply with the laws of the Republic of Lithuania, including but not limited to the Law on Copyright and Related Rights, the LITNET usage rules (rules for academic and research institutions in Lithuania), the University Statute, other regulations, and Internet etiquette;
 - 90.4. Inform the dormitory network administrator about any observed network malfunctions, security breaches, or attempts to disrupt the normal operation of the DCN;
 - 90.5. Use only the login parameters assigned by the network administrator for connecting to the DCN and refrain from changing them without authorization;
 90. 6. Respect other users on the network, their rights, and not interfere with their use of network resources.
91. Residents are prohibited from:
 - 91.1.Using DCN resources for commercial activities;
 - 91.2.Using DCN resources to access or distribute content related to violence, pornography, or racial hatred;
 - 91.3. Performing actions using DCN resources that violate the security of electronic data and information systems;

- 91.4. Using DCN resources to monitor or collect information about other computer systems and network resources;
- 91.5. Downloading, storing, or otherwise handling any materials or data that violate copyright laws;
- 91.6. Connecting any additional network equipment to the DCN without the network administrator's permission;
- 91. 7. Allowing other individuals to use their network access or share DCN access with others. If this rule is violated and an incident occurs, the user will be fully responsible for the consequences.
- 92. Users who violate the rules in this section or the laws of the Republic of Lithuania may be temporarily or permanently disconnected from the network by the network administrator. Temporarily disconnected users will have access restored only after resolving the incident and notifying the dormitory network administrator.

VIII. SANCTIONS AND LIABILITY FOR DAMAGE

- 93. Penalties for violating the Rules include:
 - 93.1. A warning (valid for 1 year from the date of issue);
 - 93.2. Expulsion from the dormitory for 1 (one) year;
 - 93.3. Expulsion from the dormitory for 3 (three) years.
- 94. A warning is issued for a violation of these Rules when there are no current penalties in effect, except for the cases specified in points 21.1 and 21.2.
- 95. Resident is expelled from the dormitory for 1 (one) calendar year if, at the time of the new penalty, there is already one valid warning.
- 96. Resident is expelled from the dormitory for 3 (three) years:
 - 96.1. For violating provisions of points 21.1 and/or 21.2 of these Rules;
 - 96.2. In cases involving acts with characteristics of theft.
- 97. Penalties may also be imposed for other violations not explicitly mentioned in these Rules. Mentors may also be penalized for failure to perform or improperly performing their duties. When imposing a penalty, consideration must be given to the severity of the violation, the Resident's fault, the circumstances of the offense, and the Resident's prior compliance with the Rules. Based on these factors, lighter or stricter penalties than those listed in point 93 may be applied.
- 98. In specific cases, the dormitory activity coordinator may propose expulsion of a student from LIK (e.g., for damaging the reputation of the University).
- 99. Before imposing a penalty, the Resident must be asked to provide a written explanation, except in the case outlined in point 59 of these Rules. If the Resident fails to submit the explanation within 3 (three) days, it is considered an acknowledgment of the violation.
- 100. Penalties may be proposed in writing to the Director by the dormitory activity coordinator, based on reports from dormitory staff, mentors, or other Residents.
- 101. Penalties are imposed by the Director or an authorized representative upon the recommendation of the dormitory activity coordinator or student affairs administrator.
- 102. Resident receiving a penalty under points 93.2 or 93.3 is notified of the termination of the room rental agreement 5 working days in advance and must vacate the room within that period.
- 103. Penalties are imposed within 14 days from the date of receiving the violation report. If the penalty relates to material damage, it must be imposed within 30 days from the date the violation was reported.
- 104. Residents who cause damage to dormitory property, including its territory, premises, equipment, or other assets (hereinafter Property), are required to compensate for the damages.

105. The Resident who caused the damage must compensate for it. If the responsible person cannot be identified, all Residents of the room must jointly compensate for damage to the room or its Property.
106. If damage is caused to common areas or Property located there and the responsible person cannot be identified, all dormitory Residents are jointly liable to compensate for it.
107. The amount of damage is assessed and determined by a commission consisting of the Head of the Infrastructure Department, the Chief Financial Officer, and the dormitory activity coordinator. The commission must determine the damage within 10 working days of receiving the report.
108. Compensation for the damage must be paid immediately, but no later than 5 working days from the date of the written request.
109. Resident has the right to request from the University Director permission to pay for the damage in instalments if the amount exceeds 100 euros.
110. The Resident agrees to compensate the University for any other financial or non-financial damage caused by violations of these Rules, as well as for any fines imposed by relevant institutions.

IX. PERSONAL DATA PROCESSING

111. The University is the controller of all data collected in the course of its operations and internal administrative processes, and also the processor of personal data submitted by data subjects and third parties.
112. The personal data of a Resident or Guest (i.e., the data subject) provided in the dormitory room rental agreement, guest book, and the register confirming familiarity with these Rules are processed in order to fulfil the dormitory room rental agreement and to serve the legitimate interests of the data controller.
113. The requirements for the processing and protection of personal data, the purposes of data processing, the rights of data subjects, and the technical and organizational measures for data protection are governed by the *Procedure for Personal Data Processing at Lietuvos Inžinerijos Kolegija HEI* (hereinafter Procedure).
114. For all matters related to the processing of personal data and the rights of data subjects as defined in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation), the Law on Legal Protection of Personal Data of the Republic of Lithuania, and other related legislation, data subjects have the right to contact the dormitory activity coordinator or the Data Protection Officer directly, following the Procedure.

X. FINAL PROVISIONS

115. These Rules, along with any amendments and additions, are approved by the order of the Director.
116. The Rules are valid to the extent that they do not conflict with the laws of the Republic of Lithuania, the University Statute, other legal acts of the Republic of Lithuania, and the internal legal acts of the University.
117. Exceptions may be made by the Director of Lietuvos Inžinerijos Kolegija HEI.
118. The Rules come into force from 01 July, 2024