

## **INTERNAL RULES OF THE DORMITORY OF THE LITHUANIAN MARITIME ACADEMY**

### **ARTICLE I. GENERAL PROVISIONS**

1. These Internal Rules of the Dormitory of the Lithuanian Maritime Academy (hereinafter – the “Internal Rules”) shall regulate the rules of conduct of residents and guests in the student dormitory managed by the Lithuanian Maritime Academy (hereinafter – “LMA”) at Karklų str. 2, Klaipėda, as well as the procedure of accommodation, eviction of residents and other issues related to the dormitory and its residents.
2. The following persons may be accommodated in the dormitory of LMA:
  - 2.1. LMA students;
  - 2.2. LMA unclassified students;
  - 2.3. non-LMA students, if there are any vacancies upon meeting the accommodation needs of all the students and unclassified students of the LMA in accordance with the established procedures of LMA.
3. Dormitories offer accommodation for rent in the rooms of the dormitory. Dormitory rooms can be double or triple. One room can accommodate 1-2 or 1-3 people, respectively.
4. The manager of the dormitory shall resolve any issues related to the maintenance, economic activities, ensuring of security, accommodation of the residents, household, collection of payments and compliance with the Internal Rules of the dormitory.
5. Any information related to the activities of the dormitory shall be sent to the e-mail address specified in the Agreement by the resident of the dormitory. Information sent by e-mail shall be considered to have been duly served notification to the residents of the dormitory.

### **ARTICLE II. DORMITORY ACCOMMODATION PROCEDURE**

6. Applicants for dormitory accommodation must submit their applications for residence in the dormitory of LMA (F-39-2) to the manager of the dormitory in writing or by electronic means of communication using the dormitory reservation system posted on the LMA website (<https://www.lajm.lt/lt/studijos-2/Bendrabutis2.html>) in accordance with the procedure provided for in these Internal Rules.
7. According to the application/written application approved in the reservation system, the resident shall be accommodated in the dormitory by the manager of the dormitory or by the dormitory supervisor on behalf of the manager of the dormitory by signing a dormitory accommodation contract (hereinafter - the “contract”). Contracts with students from other educational institutions shall be concluded by an administrator appointed by the LMA in accordance with the sample form provided by the Academy.
8. Before signing the contract, each resident shall confirm by affixing his/her signature that he/she has read the Internal Rules, Fire Safety Requirements and LMA Personal Data Storage and Implementation Measures Policy. Ignorance of the Internal Rules does not release the residents from liability for non-compliance with the said Internal Rules.
9. Residents shall be accommodated in the dormitory from Monday to Friday from 7.00 to 12.00 and from 13.00 to 16.00. Other specific times for accommodation in the dormitory must be agreed with the manager of the dormitory no later than 2 working days before the day of accommodation.
10. Residents shall be accommodated in the dormitory:
  - 10.1. students – during academic year (from September 1 to June 30);
  - 10.2. unclassified students – during the period of the courses.
11. Residents applying for accommodation during the summer holidays shall sign an amendment to the contract concerning the extension of the lease period.
12. Prior to coming to stay in the dormitory:
  - 12.1. residents (LMA students and non-LMA students administered by the manager of LMA dormitory) shall pay an advance payment (a deposit in the amount of 1-month accommodation rental fee) to the current accounts of the Academy indicated on the LMA website (<https://www.lajm.lt/lt/studijos-2/Bendrabutis2.html>) within 3 (three) working days from the day the reservation is confirmed. On arrival to

the dormitory they must have a personal identity document and the receipt proving the payment of the advance payment (security deposit);

12.2. residents (non-LMA students administered by an administrator appointed by the Academy) must pay an amount of advance payment (deposit) specified by the administrator within the term specified by the administrator, and they must have a personal identity document on arrival to the dormitory.

13. On arrival at the dormitory, the residents (unclassified students) must have a personal identity document.

14. Upon signing the contract, the manager of the dormitory (supervisor) shall issue a magnetic key to the resident, which authorises the resident to access the dormitory. At the request of the manager or supervisor of the dormitory to show a student ID card or identity document, the residents shall provide the said documents. If the residents do not have the said documents and a magnetic key, this will be reasonable grounds for refusing access to the dormitory.

15. Every accommodated resident shall receive a room key and inventory for individual use. The inventory shall be recorded in the Report on the Room Condition, stating all the defects and deficiencies (if any). The Report on the Room Condition shall be signed by the resident and the manager of the dormitory, therefore, no claims concerning any defects and deficiencies not specified in the Report on the Room Condition will be accepted later.

16. If a resident loses the room key (s), he/she shall reimburse for the key purchase costs.

17. Residents shall be allowed to use their personal furniture and other inventory upon prior approval by the manager of the dormitory. LMA shall not be responsible for personal belongings or other property left in the room or areas of common use.

18. When reconstructing, repairing or restructuring the dormitory, also in attempt to accommodate freshmen, students of one educational institution, unclassified students, to use the premises more rationally, to save energy resources and improve utilities, in case of conflicts between the residents of the same room, to ensure compliance with hygiene standards, the manager of the dormitory may transfer a resident from one room to another, also from one room on one floor to another room on another floor by giving a prior written notice thereof to the resident. In case of such transfer, the manager of the dormitory shall ensure that the living conditions of the resident shall not be worse.

19. In the event a vacancy occurs in a room and is not filled in by any resident within one month, if the existent resident (s) of the that room is (are) not willing to pay for the vacant place (s) in the room at the rate of 1/2 of the total charge per vacancy, the manager of the dormitory may transfer the resident from one room to another, also from one room on one floor to another room on another floor by giving a prior written notice thereof to the resident. Residents, who have lived for a shorter period of time or who did not improve their living conditions in the room of the dormitory at their own expense, shall be transferred first.

20. Residents of different genders shall not be accommodated in one room of the dormitory.

### **ARTICLE III.**

#### **THE RIGHTS AND OBLIGATIONS OF A RESIDENT OF THE DORMITORY**

##### **21. A resident of the dormitory shall have a right:**

21.1. to receive information and advice from the manager, supervisor or administrator of the dormitory on issues related to the accommodation in the dormitory;

21.2. to stay in the dormitory over the term specified in the contract;

21.3. to book an accommodation place in the dormitory by making a payment of the booking fee when leaving for internship, summer holidays, etc.;

21.4. to enter and leave the dormitory freely using the magnetic key at any time of the day or night;

21.5. to use kitchens, showers, WC without any restrictions, except during sanitary maintenance periods;

21.6. to use work, rest rooms, bicycle storage facilities from 8.00 to 22.00, in accordance with the conditions and procedures established in these Internal Rules. When using the inventory in the work and rest rooms, the resident shall be fully responsible for his/her personal safety;

21.7. to use the laundry services;

21.8. to use the elevator. LMA has the right to limit the operational hours of the elevator of the dormitory;

21.9. to submit comments and suggestions to the manager (supervisor)/administrator of the dormitory regarding the improvement of living conditions, order and cleanliness in the dormitory, regarding the repair of common premises and rooms;

- 21.10. to request that faults in the equipment or inventory of the dormitory be removed within 3 (three) working days, except in cases when it is not possible to remove them within 3 (three) working days;
- 21.11. to be informed in advance of a planned transfer to another room;
- 21.12. to receive guests according to the terms and conditions set forth in these Internal Rules;
- 21.13. to turn to the staff of the dormitory for help, to call the emergency phone numbers and other general emergency hotlines;
- 21.14. to improve living conditions at one's own expense by carrying out repairs of the premises or repairs/replacement of equipment upon prior approval of the manager of the dormitory. No compensation shall be due for any improvement of the premises, assets or equipment (repairs, replacement) of dormitory performed at the expense of the residents.

**22. A resident of the dormitory shall:**

- 22.1. comply with the laws and other legal acts of the Republic of Lithuania, fire safety requirements, terms and conditions of the contract, these Rules and to obey lawful instructions of LMA staff;
- 22.2. respect and not violate the rights and legitimate interests of other residents and public order;
- 22.3. regularly check the information sent to the e-mail address specified by the resident in the contract signed with LMA. The resident shall immediately inform the manager of the dormitory about the change of e-mail address and place of residence;
- 22.4. possess and, at the request of the manager or the supervisor of the dormitory, present the LMA student ID card or personal identity document;
- 22.5. maintain sanitary conditions and order in the rooms, as well as in the common use premises and the territory of the dormitory, comply with the requirements of sanitary hygiene standards. In case violations of hygiene standards are identified during the inspection due to the fault of the resident(s), the resident (s) shall compensate for the loss(es) suffered by the Academy or an employee of the Academy due to the violation of the prescribed hygiene standard(s);
- 22.6. make no noise in the dormitory and keep calm and quiet from 10.00 p.m. to 7.00 a.m.; listen to music or use audio equipment at any time of the day in a way that does not disturb the peace, work and rest of the people living in the dormitory and in the houses in the vicinity;
- 22.7. save the inventory, equipment and other property in the room, common areas and within the territory of the dormitory;
- 22.8. use energy resources efficiently, ensure that the light is turned off, the water taps are closed and electrical appliances are switched off when leaving the room. In case the equipment, inventory or other assets of the dormitory are broken or damaged, inform the manager or supervisor of the dormitory immediately about it, as well as about any other emergency situations. Report any failures in a respective failure removal book. In case a resident makes a false report on faults (emergencies), he may be subject to disciplinary action;
- 22.9. allow the manager/administrator, supervisor of the dormitory to enter the room upon knocking on the door at any time of the day, if this is necessary for ensuring compliance with the requirements of the Internal Rules, in order to accommodate new residents, assess the condition of the rooms, perform urgent repairs, also in the event of an emergency or other circumstances; in case the resident refuses to give access to the room in the presence of the circumstances hereinabove, the manager/administrator, supervisor of the dormitory shall have a right to enter the living premises using spare keys or special means. The resident(s), who refused to give access to the staff or administrator of the dormitory, shall be responsible for the compensation of material damages caused in this way;
- 22.10. allow ambulance staff, fire, police officers to enter the room at any time of the day or night;
- 22.11. upon receipt of the invitation, visit the manager (supervisor)/administrator of the dormitory;
- 22.12. make payments for accommodation and other fees, interest (late day charges) on time;
- 22.13. compensate for the damage caused in accordance with the procedure established in these Internal Rules;

- 22.14. inform the manager/administrator of the dormitory in writing about the termination of the studies at the educational institution or expulsion from the educational institution within 1 (one) working day;
- 22.15. inform the manager of the dormitory about moving from the dormitory room in good time.

**23. The residents of the dormitory must not:**

- 23.1. move to another room on their own initiative without prior approval by the manager of the dormitory;
- 23.2. store, consume, produce, process, sell or otherwise distribute alcoholic beverages;
- 23.3. smoke tobacco and related products (electronic cigarettes and refill containers) in the premises of the dormitory, including balconies;

- 23.4. possess, use (without a doctor's prescription), produce, process, sell or otherwise distribute any narcotic or psychotropic substances;
- 23.5. organise and engage in gambling activities;
- 23.6. bring in, use, store, manufacture, process, sell or otherwise dispose of weapons, explosives, explosive substances and strong toxic substances;
- 23.7. store tools or appliances with internal combustion engines, lubricants, gasoline or other flammable liquids;
- 23.8. use the premises of the dormitory for economic or commercial activities;
- 23.9. admit to or accommodate arbitrarily guests, who have not been registered in the guest book, in the dormitory;
- 23.10. give the room key and the magnetic key of the entrance door of the dormitory to another person or authorise another person to use his/her place in the dormitory;
- 23.11. keep pets in the premises of the dormitory;
- 23.12. behave disrespectfully, threaten or insult dormitory staff, residents and/or guests, and exercise psychological and physical abuse towards them;
- 23.13. initiate or participate in fights, otherwise disrupt public order;
- 23.14. destroy the property of the dormitory, damage the equipment and/or inventory in its territory and move it from one room to another arbitrarily;
- 23.15. damage the finishings of the elevator, drive more people than indicated in the instructions for use of the elevator;
- 23.16. damage, use improperly the firefighting equipment (sensors, fire hoses, fire extinguishers, etc.), cover smoke detection sensors, etc.;
- 23.17. litter in the premises and territory of the dormitory;
- 23.18. leave household waste, dirty dishes or personal inventory in non-specially designated places of the areas of common use;
- 23.19. keep bicycles in the rooms of the dormitory;
- 23.20. replace the lock or keys of the door of the room-block or room or install an additional door lock without a prior permission of the manager of the dormitory;
- 23.21. perform repair or replacement work on the dormitory premises or equipment without a prior permission of the manager of the dormitory;
- 23.22. mount antennas, shelves, attach clippings, paintings, photographs, posters and other items on the doors, windows or walls without a prior permission of the manager of the dormitory;
- 23.23. use stoves or cookers in the room of the dormitory;
- 23.24. use additional heating, ventilation and household appliances in the room of the dormitory, the total power of which exceeds 3 kW per room;
- 23.25. park cars in other than specially-designated places near the dormitory;
- 23.26. engage in other activities that could harm the dormitory, its administration or residents, as well as the name and prestige of the Academy.

#### **ARTICLE IV PROCEDURE FOR RECEIVING GUESTS**

24. The residents of the dormitory can receive guests from 8.00 a.m. to 10.00 p.m.
25. The residents of the dormitory shall register the guests in the guest registration log kept by the supervisor of the dormitory. The resident that is visited by the guest is responsible for proper registration of the guest.
26. The resident shall make his/her guest aware of the requirements of these Internal Rules. The resident receiving a guest shall be liable jointly and severally for his/her guest's behaviour and actions in the dormitory. The guest shall also be liable for any violations of the laws committed in the dormitory in accordance with the legal acts of the Republic of Lithuania.
27. Persons who have been expelled from the dormitory for non-compliance with the Internal Rules shall not have the right to visit the dormitory, except in cases of expulsion for non-payment of the taxes and charges due.
28. If any residents of the dormitory complain about any guest's behaviour or his/her non-compliance with the internal rules of the dormitory, the manager (supervisor)/administrator of the dormitory shall have the right to demand the guest to leave the dormitory immediately.
29. If there is any reason to believe that a guest is likely to disturb the internal order of the dormitory (e.g. the guest is intoxicated with alcohol, communicates with other persons disrespectfully, etc.), the manager (supervisor)/administrator of the dormitory shall have the right to refuse access to the dormitory to such guest.

**ARTICLE V.  
PROCEDURE FOR MOVING OUT FROM THE DORMITORY**

30. Contract with resident can be terminated prior to the expiry of the term, if:

30.1. the resident:

30.1.1. student takes an academic leave or terminates the studies;

30.1.2. unclassified student stops attending the courses.

30.2. The Academy shall deprive a resident of the right to live in a dormitory (expel him/her from the dormitory) due to non-performance or improper performance of the contract, i.e. in any of the following cases:

30.2.1. violation of the Internal Rules;

30.2.2. failure to fulfil or improper fulfilment of financial obligations.

31. Before leaving the dormitory, the resident must pay all the fees and fulfil all financial obligations provided for in the contract, including penalties, compensation of losses (damages), and provide documents proving that he/she has done so.

32. Upon leaving the dormitory, the resident shall vacate and hand over a tidy room, with all the inventory that was in the room before accommodating the room, a magnetic key, a room key and a receipt proving that the payment was made to the manager (supervisor)/administrator of the dormitory by signing a delivery and acceptance certificate. If a resident leaves an untidy room upon leaving the dormitory, the manager of the dormitory shall have the right to charge the resident an extra fee for the tidying the room. Every resident shall remove his/her personal belongings from the dormitory himself/herself. If the resident fails to remove his/her personal belongings from the dormitory, LMA shall have the right to remove and dispose of the personal belongings of a resident at its expense and to set off the removal and (or) disposal costs from the advance payment (deposit) of the resident.

33. Delivery and acceptance of the premises shall be carried out Monday to Friday, inclusive, from 7.00 a.m. to 12.00 a.m. and from 1.00 p.m. to 4.00 p.m. or at some other time agreed with the manager of the dormitory.

34. A resident who has not moved out until the established term shall be evicted without being provided with another accommodation in accordance with the procedure established by the laws of the Republic of Lithuania. Such a resident shall be charged an accommodation fee (per number of days) until the day of eviction.

35. If, on the day of moving from the dormitory, the manager of the dormitory verifies that there are remaining funds paid by the resident as a deposit for accommodation in the dormitory, these balance of the funds, i.e., after deduction of all the resident's debts for provision of accommodation services, penalties and damage caused, shall be returned to the person who paid them.

36. If there are any vacancies in the dormitory and with the permission of the manager of the dormitory, after graduation or termination of studies/courses, the resident may stay and live in the dormitory until the end of the current academic year (courses) and pay the accommodation fee as per the rates set by the Academy.

**ARTICLE VI.  
RESPONSIBILITY**

37. Violations of the Internal Rules may result in the following disciplinary penalties for dormitory residents:

37.1. warning, or

37.2. weighting coefficients of the violation of Internal Rules (see Annex to the Internal Rules), or

37.3. deprivation of the right to live in the dormitory.

38. Warnings and weighting coefficients shall be assigned to residents by the manager of the dormitory. Residents shall be deprived of the right to live in the dormitory under the order of the director of LMA or his authorised person issued in accordance with the proposal of the manager/administrator of the dormitory. All the penalties shall be recorded in a specially designated log.

39. Residents shall be informed about the imposed penalties by e-mail.

40. Notices on the penalties imposed on the residents shall be given to:

40.1. head of a respective LMA department, in case a penalty was imposed on LMA student;

40.2. administrator appointed by LMA, who administers the students of a respective educational institution under LMA commission, in case the penalty was imposed on non-LMA students, who are accommodated in LMA dormitory;

40.3. head of LMA Maritime Training Centre, in case the penalty was imposed on the unclassified students.

41. If the sum of the weighting coefficients allocated to the dormitory resident for violations of internal rules during the entire period of accommodation reaches one point or more, the manager/administrator of the dormitory shall propose to the director of the Academy to evict the resident from the dormitory.

42. In addition to imposing disciplinary sanctions, the residents of the dormitory may be subject to administrative liability for violations of the Internal Rules.

43. If the residents caused any damage to the territory belonging to the dormitory, its premises, equipment or inventory (hereinafter - the "Property"), except for the normal wear and tear of this Property, they shall reimburse the dormitory for the damage caused. The amount of damage shall be assessed and determined by a commission formed by LMA.

44. All the damage to the Property shall be reimbursed by the resident, who has caused it. In case of failure to identify, who is guilty of the damages caused to the room premises or any Property inside it, the damages shall be reimbursed for by all the residents of the room. In case of failure to identify, who is guilty of the damages caused to the premises of common use or any Property inside them, the damages caused to the Property shall be reimbursed for by all the residents of the respective dormitory (or the respective floor of the dormitory). In case of failure to identify, who is guilty of the damages caused to the territory of the dormitory, the said damages shall be reimbursed for by all the residents of the dormitory.

45. Any damages must be reimbursed immediately, but no later than within 10 working days from the date of the claim. A resident has a right to apply to the director of the Academy for the arrangement of the compensation of damages in installments, if the total amount of damages exceeds 100 euros.

46. The resident shall compensate the Academy for all the damages caused through his fault, i.e., any pecuniary or non-pecuniary damages caused in violation of these Internal Rules, as well as any penalties imposed by the relevant authorities.

## **ARTICLE VII. PROCEDURE FOR RESOLUTION OF DISPUTES**

47. In the event of a dispute between residents in connection with these Internal Rules, the manager/administrator of the dormitory or the party to the dispute has the right to initiate a meeting, to which the parties to the dispute are invited in order to resolve the dispute amicably. Other persons involved in the dispute and employees of the Academy may also be invited to attend this meeting. If the dispute cannot be settled amicably, the dispute shall be resolved by the decision of the manager of the dormitory.

48. A resident has the right to file appeals against the decisions of the manager of the dormitory with the director of the Academy within 3 working days from the day of the decision or from the day the resident learned or should have learnt of the decision.

## **ARTICLE VI. FINAL PROVISIONS**

49. These Internal Rules, any modifications and amendments thereof shall be approved by the order of the director of LMA.

50. The Internal Rules shall be valid to the extent that they do not contradict the laws of the Republic of Lithuania, the Statute of the Lithuanian Maritime Academy, other legal acts of the Republic of Lithuania and the internal legal acts of the Academy.

51. Any exceptions to the Internal Rules may be applied only under the decision of LMA director.

52. These Internal Rules shall come into effect from the day they are approved.

## WEIGHTING COEFFICIENTS OF VIOLATIONS OF INTERNAL RULES

No.	Violation	Weighting coefficient
1.	Physical assault against other residents, their guests or dormitory staff or engagement in a fight	1.0
2.	Disrespectful conduct with dormitory staff, residents and/or guests, threatening or insulting them, exercise of psychological violence against them	0.25
3.	Smoking in the premises for common use	0.75
4.	Smoking in residential premises, balconies, throwing cigarette butts	0.5
5.	Making noise in the dormitory during the established hours of rest	0.5
6.	Consumption of alcohol in the premises of the dormitory	0.5
7.	Storage, production and processing of alcoholic beverages in dormitory premises	0.25
8.	Sale or other distribution of alcoholic beverages or tobacco and related products (electronic cigarettes and refill containers) in the premises of the dormitory	1.0
9.	Pecuniary damage exceeding the amount of EUR 100.00 caused to property, equipment, inventory or dormitory building, premises managed by LMA	1.0
10.	Pecuniary damage not exceeding the amount of EUR 100.00 caused to property, equipment, inventory or dormitory building, premises managed by LMA	0.5
11.	Failure to provide student certificate or personal identity document to dormitory staff, non-compliance with lawful instructions of the dormitory staff	0.5
12.	Intentional damage to the elevator, fire-fighting equipment, their misuse or unnecessary use	0.75
13.	Unlawful acceptance of guests in the dormitory	0.5
14.	Theft of the property of the residents, guests or staff of the dormitory	1.0
15.	Possession, consumption (without a doctor's prescription), production, processing, sale or other distribution of narcotic drugs or psychotropic substances	1.0
16.	Use, storage, manufacture, processing, sale or other distribution of weapons, explosive materials, explosives, highly active, toxic substances in the premises of the dormitory	1.0
17.	Storage of tools or appliances with internal combustion engines, lubricants, petrol or other flammable liquids in dormitories	0.75
18.	Keeping pets in the premises of the dormitory	0.25
19.	Avoiding to come to meet the administration of the dormitory as directed by the manager/administrator of the dormitory	0.25
20.	Throwing things, rubbish out of the window and from the balconies of the dormitory	0.5
21.	Littering in areas of common use and the territory of the dormitory	0.25
22.	Engaging in illegal commercial and other activities that could cause damage to the LMA dormitory, its administration or residents, as well as the name and prestige of the Academy, in the premises of the dormitory, as well as on the internal network of the dormitory (intranet) and the Internet	0.5
23.	Parking cars in other than specially-designated places near the dormitory	0.25
24.	Arbitrary access onto the roof of the dormitory	0.75
25.	Illegal accommodation of persons in the dormitory	1.0
26.	Failure to maintain cleanliness and order in the premises of the dormitory	0.25
27.	Transfer of the magnetic key to any third party	0.5
28.	Arbitrary moving from one room to another	0.25
29.	Arbitrary replacement of the lock or keys of the door of the room-block or room or installation of an additional door lock	0.25
30.	Other violations provided for in the Internal Rules	0.25