

"ISM University of Management and Economics", UAB Rules for Student Presence on Premises

1. General Provisions

1. The regulations for student presence on the premises of "ISM University of Management and Economics", UAB (hereinafter referred to as the University), located at Gedimino Ave. 7, Vilnius, establish the procedures for students' entry/exit to/from the University's premises and their presence within them.
2. **The purpose of the regulations** is to ensure the proper protection of the University's and students' property.
3. Terms used in the regulations:
 - 3.1. **Administrator** – a University employee responsible for coordinating entry to and exit from the University premises, activating access cards for entry into the University building, and issuing temporary access cards.
 - 3.2. **Reception** – the area in the main hall of the University building where the Administrator greets students entering the University premises according to University procedures, activates access cards if necessary, and coordinates the registration for the issuance of temporary access cards.
 - 3.3. **University students** – students studying at the University, students participating in exchange programs, and auditors.
 - 3.4. **Guest** – a person who is not a University employee, student, or alumnus.
 - 3.5. **Access card** – a card used to identify a University student, granting the right to enter, exit, and be present on the University premises.

2. Student Access to University Premises

- 2.1. University students can access the University premises only with an access card issued by the University, which can either be the International Student Identity Card (ISIC) or the Lithuanian Student Card (LSP), through which the student is identified. University students can order an ISIC by filling out the form at: <https://www.isic.lt/ism/> (<https://www.isic.lt/en/ism/>) and collect it from the University library after paying the required fee. The LSP can be ordered at <https://lsp.lt/lt>.
- 2.2. The University student must personally contact the Administrator at the Reception for the activation of their ISIC (or LSP). The Administrator verifies whether the person is a

- University student and links the student's ISIC (or LSP) card with their name in the University's security system, thereby granting them access to the University premises.
- 2.3. Auditors are issued "Non-degree student" access cards at the Reception, which are linked in the University's security system to the auditor's name.
 - 2.4. University students can enter and/or exit the University premises through: (i) the main doors on Gediminas Ave.; (ii) the side doors on K. Sirvydas St.; and (iii) the side doors on Šv. Jurgio St. (next to the café located in the University building). Entry and/or exit through the doors on Šv. Jurgio St., which are located between the "Coworking" space and the library, is strictly prohibited.
 - 2.5. When a University student loses their student status or completes their studies at the University, the access card to the University premises is automatically blocked.

3. Students' Presence in University Premises

- 3.1. The University premises are open to University students during the academic year, i.e., from September 1st to June 20th inclusive, except for the periods listed in point 10 of the Description:
 - 3.1.1. On weekdays (Monday to Friday) from 8:00 AM to 22:00 PM;
 - 3.1.2. On Saturdays and Sundays from 8:00 AM to 18:00 PM;
 - 3.1.3. On weekdays (Monday to Friday) from 10:00 PM to 12:00 AM, access to the 'Coworking' space in the basement of the University building is only possible through the side doors of the University building on St. George Street (next to the café located in the University building). During the hours specified in this point of the Description, the presence of University students in other University premises is strictly prohibited.
- 3.2. University students are not allowed to access the University premises:
 - 3.2.1. On public holidays;
 - 3.2.2. During the period between Christmas and New Year, i.e., from December 23rd to January 1st inclusive;
 - 3.2.3. During the summer vacation period, i.e., from June 21st to August 31st, access to the University premises is only possible on weekdays from 9:00 AM to 17:00 PM.

4. Guest access to University premises

- 4.1. University students have the right to bring Guests into the University premises after informing the Reception Administrator.
- 4.2. University students are fully responsible for their Guests, and their presence is allowed only in the common areas of the University premises.
- 4.3. The presence of University students' Guests in the University premises is strictly prohibited after 22:00 PM.

5. Final Provisions

- 5.1. If a University student loses or misplaces their Access Card (ISIC, LSP, or 'Non-degree student' card), the student must immediately inform the Reception Administrator so that the lost or misplaced Access Card can be blocked.
- 5.2. It is strictly prohibited to give your card to other individuals.
- 5.3. For non-compliance or improper compliance with the Description, a University student may face disciplinary action.
- 5.4. For improper compliance with point 5.1. of the Description, the University student may be liable to compensate for any material damage incurred by the University.
- 5.5. The Description is approved, amended, and revoked (canceled) by order of the University Rector.