

APPROVED BY  
 The order No. A-78 of the  
 Rector of Kaunas University of Technology  
 Dated 7 March 2016  
 (Amended by the order No. A-71 of Rector  
 of Kaunas University of Tegnology dated  
 20 February 2017)

## GUIDELINES FOR PRICING OF ACCOMMODATION AT THE DORMITORIES

### CHAPTER I GENERAL PROVISIONS

1. Guidelines for Pricing of Accommodation at the Dormitories (hereinafter – Guidelines) regulate methodology and procedure for calculation of the prices of accommodation (hereinafter – accommodation prices) at the dormitories of Kaunas University of Technology (hereinafter – University).

2. Price for one place at the dormitory depends on:

2.1. **Basic price** – the minimal price for one place at the dormitory, which is used as a basis for calculation of the prices for other rooms taking into consideration coefficients;

2.2. **Value of the coefficient of condition** – it depends on the indexes of the condition of dormitory building, room, and room's furniture, indexes of sanitary unit and type of kitchen, and is calculated according to the approved criteria;

2.3. **Coefficient or the room's places** – it depends on the number of places at the dormitory's room.

### CHAPTER II METHODOLOGY FOR PRICING OF ACCOMMODATION AT THE DORMITORIES AND CATEGORISATION OF PRICES

3. Price of one place at the dormitory for one person per month is calculated according to the following formula:

<b>Price for one place at the dormitory</b>	=	Basic price	×	Coefficient of condition	×	Coefficient of the room's places
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3.1. Basic price for one place at the dormitory – 50 Euros;

3.2. Coefficient of condition is a sum of five indexes, calculated according to the following formula:

<b>Coefficient of condition</b>	=	Index of the building's condition	+	Index of the room's condition	+	Index of the condition of furniture	+	Index of the type of sanitary unit	+	Index of the type of kitchen
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**3.2.1. Minimum value of the coefficient of condition – 0,8, maximum – 1,8.**

**3.3. There are five coefficients of the room's places: coefficient of one place at the triple room, coefficient of one place at the double room, coefficient of one place at the small double room, coefficient of one place at the big double room, and coefficient of one place at the single room.**

**[Amended by the Rector's order No. A-71 of 20 02 2017]**

3.4. Appendix 1 to the Guidelines provides values and characteristics of condition indexes and coefficients of the room's places that determine a number of places at the room.

3.5. Appendix 2 to the Guidelines provides criteria for evaluation of the condition of building, room and furniture.

3.6. Condition of the building, room or furniture is considered orderly, if it complies with 2/3 of all criteria. Otherwise condition is considered satisfactory.

4. After identification of the coefficients of condition and number of places at each dormitory room and calculation of the rooms' prices according to the approved methodology, dormitory rooms are categorised. The higher value of the coefficient of condition – the higher category of the room.

### **CHAPTER III ASSESSMENT OF THE DORMITORIES' CONDITION AND PROCEDURE FOR CALCULATION OF PRICES**

5. Dormitories' condition is assessed by the Commission for Assessment of the Dormitories' Condition (hereinafter – Commission) approved by the Rector's order according to the methodology for pricing of accommodation at the dormitories stipulated in these Guidelines; commission consists of representative of Dormitory Group (Chairman of the Commission), representative of Facilities Management and delegated representative of Student Services.

6. Assessment of the dormitories' condition is conducted once per year by proposal of the Chairman of the Dormitory Council or Dormitory Manager to the Head of the University's Dormitory Group, who immediately notifies the Commission about the necessity to conduct an assessment of the dormitories' condition and sets the deadline for conduction of the assessment.

7. Commission conducts the assessment of the dormitories' condition till the deadline specified by the Head of Dormitory Group. Assessment of the dormitories' condition conducted by the Commission is considered legitimate if at least two thirds of the Commission members are present during the assessment.

8. Commission's decisions are made by majority of votes of the present Commission members. In case of equal number of votes of the Commission members, Chairman of the Commission shall have the casting vote.

9. After a factual inspection of the dormitories, Commission prepares Act of Assessment of the Condition of Dormitory Building and Act of Assessment of the Condition of Dormitory Room, Room Furniture, Sanitary Unit and Type of Kitchen (hereinafter – Acts). Forms of these Acts are provides in Appendixes 3 and 4 to the Guidelines.

10. After a factual inspection of the dormitories, Chairman of the Commission completes a General Act of Assessment of the Dormitory Building, Room and other Common Areas (hereinafter – General Act), which form is provided in Appendix 5 to the Guidelines.

**11. Chairman of the Commission submits a General Act of each dormitory, signed by Chairman of the Commission and Commission members present during the assessment, for approval of the Head of Service Management.**

**12. Based on General Act, made and signed by the Commission, and approved by the Head of Service Management, and prices for each dormitory, Chief Coordinator of Dormitory Group enters the prices for one place of each dormitory room in the academic information system.**

**13. After calculation of one place of the dormitory and categorisation of rooms, information about the categories of rooms and their prices in each dormitory is announced by Chief Coordinator of Dormitory Group at the website of the University's dormitories.**

**[Amended by the Rector's order No. A-71 of 20 02 2017]**

#### **CHAPTER IV OTHER CHARGES**

14. Values and procedure for payment of advance payment (deposit) and other charges are approved by a particular order of the Rector.

15. Under student's request dormitory can provide additional services; a list and prices of those services are approved by a particular order of the Rector.

16. If estimated period of living at the dormitory is known in advance and persons live at the dormitory no longer than 2 months, VAT is added to the calculated price for one place.

#### **CHAPTER V FINAL PROVISIONS**

17. Detailed information about the prices of each dormitory room is provided at the University's dormitory reservation system.

**18. Commission shall assess the condition of the dormitories, Head of Service Management shall approve General Acts and prices for accommodation at the dormitories,**

**University's Dormitory Group shall work with the University's academic information and dormitory reservation systems and make contracts on students' accommodation at the dormitories and calculate students' payments for accommodation at the dormitory in accordance with these Guidelines.**

**[Amended by the Rector's order No. A-71 of 20 02 2017]**

19. Guidelines can be amended and/or supplemented by the Rector's order.
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Appendix 1 to the  
Guidelines for Pricing of  
Accommodation at the  
Dormitories

**VALUES OF THE INDEXES OF CONDITION AND COEFFICIENTS OF THE ROOM'S PLACES**

<b>Index</b>	<b>Criterion</b>	<b>Abbr.</b>	<b>Index value</b>
1. Index of the building's condition	Orderly building	PT	0,2
	Satisfactory building	PP	0,1
2. Index of the room's condition	Orderly room	KT	0,4
	Satisfactory room	KP	0,3
3. Index of the condition of the room's furniture	Orderly furniture	BT	0,4
	Furniture of satisfactory quality	BP	0,2
	No furniture	BN	0
4. Index of the type of sanitary unit	Separate sanitary unit (WC, shower or bathtub) for 1 room	WA1	0,4
	Separate sanitary unit (WC, shower or bathtub) for 2 rooms	WA2	0,3
	Common sanitary unit (WC, shower or bathtub) for one floor	WB	0,25
	Common sanitary unit (WC, shower or bathtub) in the basement	WR	0,2
5. Index of the type of kitchen	Separate kitchen for 1 room	VA1	0,4
	Separate kitchen for 2 rooms	VA2	0,3
	Common kitchen	VB	0,2
<b>Coefficient of condition (1+2+3+4+5)</b>	<b>Minimal value</b>		<b>0,8</b>
	<b>Maximal value</b>		<b>1,8</b>

<b>Coefficient of the room's places</b>	<b>Coefficient value</b>
<b>One place</b> at the triple room*	1
<b>One place</b> at the small double room***	1,1
<b>One place</b> at the double room**	1,2
<b>One place</b> at the big double room	1,3
<b>One place</b> at the single room****	1,6

<b>Room type</b>	<b>Explanation</b>
Triple room	premises suitable for living of no more than 3 residents
Small double room	premises of 14,54 m <sup>2</sup> or smaller, suitable for living of no more than 2 residents
Double room	premises larger than 14,54 m <sup>2</sup> but smaller than 18,55 m <sup>2</sup> , suitable for living of no more than 2 residents
Big double room	premises larger than 18,54 m <sup>2</sup> , suitable for living of no more than 2 residents
Single room	premises suitable for living of no more than 1 resident

**CRITERIA FOR EVALUATION OF THE CONDITION OF BUILDING, ROOM AND  
FURNITURE**

**Criteria for evaluation of the condition of building (floor).**

	No.	Criteria	Compliance with criterion		Not assessed
			YES	NO	
Insulation	1.	External walls are insulated			
Thermal unit	2.	Automated thermal unit			
Condition of common areas	3.	Sanitary units, used by the residents of the floor, are orderly*:  <i>walls<sup>1</sup>, ceiling<sup>2</sup>, doors<sup>3</sup>, floor<sup>4</sup>, electrical installation<sup>6</sup>, plumbing<sup>7</sup></i>			
	4.	All kitchen furniture and equipment is present, kitchens are orderly**:  <i>walls, ceiling, doors, floor, windows, electrical installation, plumbing</i>			
	5.	Corridors, halls and staircases are orderly:  <i>walls, ceiling, doors, floor, windows, electrical installation</i>			
	6.	Orderly leisure premises (for rest and/or learning and/or sport):  <i>walls, ceiling, doors, floor, electrical installation</i>			
Safety	7.	Video surveillance system is installed at the main entrance to the building			
Additional services	8.	Premises for bicycle storage			
	9.	Laundry premises			
	10.	KTU Wi-Fi is installed			

Mark X the appropriate ones

\* In case there are no common sanitary units in the building, criteria 3 is not assessed.

\*\* In case there are no common kitchens in the building, criteria 4 is not assessed.

<sup>1</sup> **Orderly walls** – painted by acrylic or emulsion paint. There is no significant damage to the paint layer. In case the walls are covered by wallpapers – wallpapers are not chipped. Walls are clean, there is no mould.

<sup>2</sup> **Orderly ceiling** – painted by acrylic or emulsion paint. There is no significant damage to the paint layer. Ceiling is clean, there is no mould.

<sup>3</sup> **Orderly doors** – they do not wobble, close hermetically, there are is significant mechanical damage. Orderly door handle with functional lock.

<sup>4</sup> **Orderly floor** – high quality coating, solid, smooth, not tattered. Rubber linoleum is not considered to be a coating of good quality.

<sup>5</sup> **Orderly windows** – hermetical, at least 2 glasses. There is no significant mechanical damage.

<sup>6</sup> **Orderly electrical installation** – functioning lighting, lamps are safely fixed, switches and sockets are safe, they no not wobble, are not broken.

<sup>7</sup> **Orderly plumbing** – WC, sink, tap, siphon and shower equipment are functioning, hermetical, without mechanical damages.

### Criteria for assessment of the room's condition.

	No.	Criteria	Compliance with criterion		Not assessed	
			YES	NO		
Room's condition	Condition of the residential premises	1.	Orderly walls			
		2.	Orderly ceiling			
		3.	Orderly doors			
		4.	Orderly floor			
		5.	Orderly windows			
		6.	Orderly electrical installation			
		7.	Present lamps ensure a good quality lighting in the room			
	Condition of additional premises used only by the residents of or 2 rooms	9.	Orderly sanitary unit*: <i>walls, ceiling, doors, floor, electrical installation, plumbing</i>			
		10.	Orderly kitchen**: <i>walls, ceiling, doors, floor, windows, electrical installation, plumbing</i>			
		11.	Orderly portal***: <i>walls, ceiling, doors, floor, electrical installation</i>			

Mark X the appropriate ones

\* In case there are no sanitary units next to the room, criterion 9 is not assessed.

\*\* In case there in no kitchen next to the room, criterion 10 is not assessed.

\*\*\* In case there in no portal next to the room, criterion 11 is not assessed.

**Criteria for assessment of the condition of the room's furniture.**

	No.	Criteria	Compliance with criterion		Not assessed
			YES	NO	
Room's furniture	1.	Orderly bed <sup>1</sup>			
	2.	Orderly table <sup>2</sup>			
	3.	Orderly chair <sup>3</sup>			
	4.	Orderly wardrobe <sup>4</sup>			
	5.	Orderly cupboard or shelf <sup>5</sup>			
There is no furniture in the room				-	

Mark X the appropriate ones

<sup>1</sup> **Orderly bed** – mattress is elastic, not tattered and clean.. There are no significant scratches or fractures. Lifting mechanism (if any) is functional. Bed construction is stable.

<sup>2</sup> **Orderly table** – there are no significant scratches or fractures, construction is stable. If there is a cupboard, its doors or drawers can be closed.

<sup>3</sup> **Orderly chair** – soft part is not tattered, there are no significant scratches. Construction is stable.

<sup>4</sup> **Orderly wardrobe** – there are no significant scratches and fractures on the housing, doors or drawers can be closed, construction is stable.

<sup>5</sup> **Orderly cupboard or shelf** – there are no significant scratches and fractures on the furniture's housing, doors or drawers can be closed. Construction is stable.



**ACT OF ASSESSMENT OF THE CONDITION OF DORMITORY BUILDING**

20 - \_\_\_\_ - \_\_\_\_ No.  
Kaunas

Commission assembled by the Rector's order No. .... of ..... 20 ..... ,  
consisting of its Chairman ..... and members:  
.....

..... , based on the procedure approved by the Rector's order  
No. .... of ..... 20 ..... , inspected the Dormitory building ..... and  
determined:

	No	Criteria	Compliance with criterion		Not assessed
			YES	NO	
Insulation	1.	External walls are insulated			
Thermal unit	2.	Automated thermal unit			
Condition of common areas	3.	Orderly sanitary units*: <i>walls, ceiling, floor, electrical installation, plumbing, doors</i>			
	4.	All kitchen furniture and equipment is present, kitchens are orderly**: <i>walls, ceiling, floor, electrical installation, plumbing, doors, windows</i>			
	5.	Corridors, halls and staircases are orderly: <i>walls, ceiling, floor, electrical installation, doors, windows</i>			
	6.	Orderly leisure premises (for rest and/or learning and/or sport): <i>walls, ceiling, floor, electrical installation, doors</i>			
Safety	7.	Video surveillance system is installed at the main entrance to the building			
Additional services	8.	Premises for bicycle storage			
	9.	Laundry premises			
	10.	KTU Wi-Fi is installed			

Mark X the appropriate ones

*\* In case there are no common sanitary units in the building, criteria 3 is not assessed.*

*\*\* In case there are no common kitchens in the building, criteria 4 is not assessed.*

Commission confirms that condition of the building is \_\_\_\_\_  
(normal / satisfactory)

**Notes**

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Commission chairman \_\_\_\_\_  
(Position, name, surname, signature)

Members \_\_\_\_\_  
(Position, name, surname, signature)

\_\_\_\_\_  
(Position, name, surname, signature)

Data of the act is entered to the academic information system by \_\_\_\_\_  
(Position, name, surname, signature)

Appendix 4 to the  
Guidelines for Pricing of  
Accommodation at the  
Dormitories

**ACT OF ASSESSMENT OF THE CONDITION OF DORMITORY ROOM, ROOM FURNITURE,  
NUMBER OF PLACES AT THE ROOM, SANITARY UNIT AND TYPE OF KITCHEN**

20 - \_\_\_\_ - \_\_\_\_ No.  
Kaunas

Commission assembled by the Rector's order No. .... of ..... 20 .....,  
consisting of its Chairman ..... and members:  
.....

....., based on the procedure approved by the Rector's order  
No. .... of ..... 20 ....., inspected the room of the Dormitory ....., room  
furniture, sanitary unit, kitchen and determined:

		No.	Criteria	Compliance with criterion		Not assessed
				YES	NO	
Room's condition	Condition of residential premises	1.	Orderly walls			
		2.	Orderly ceiling			
		3.	Orderly doors			
		4.	Orderly floor			
		5.	Orderly windows			
		6.	Orderly electrical installation			
		7.	Present lamps ensure a good quality lighting in the room			
	Condition of additional premises used only by the residents of or 2 rooms	9.	Orderly sanitary unit*: <i>walls, ceiling, floor, electrical installation, plumbing, doors</i>			
		10.	Orderly kitchen**: <i>walls, ceiling, floor, electrical installation, plumbing, doors, windows</i>			
		11.	Orderly portal***: <i>walls, ceiling, floor, electrical installation, doors</i>			

Mark X the appropriate ones

\* In case there are no sanitary units next to the room, criterion 9 is not assessed.

\*\* In case there is no kitchen next to the room, criterion 10 is not assessed.

\*\*\* In case there is no portal next to the room, criterion 11 is not assessed.

Commission confirms that condition of the room is \_\_\_\_\_

(normal / satisfactory)

		No.	Criteria	Compliance with criterion		Not assessed
Condition of the room furniture	1.	Orderly bed				
	2.	Orderly table				
	3.	Orderly chair				
	4.	Orderly wardrobe				

	5.	Orderly cupboard or shelf			
There is no furniture in the room				-	

Mark X the appropriate ones

Commission confirms that condition of the room furniture is \_\_\_\_\_  
 \_\_\_\_\_

(normal / satisfactory/no furniture)

Commission confirms that type of sanitary unit is:

	Separate for 1 room	Separate for 2 rooms	Common for one floor	Common in the basement
Type of sanitary unit (WC and shower)				

Mark X the appropriate ones

Commission confirms that type of kitchen is:

	Separate for 1 room	Separate for 2 rooms	Common
Type of kitchen			

Mark X the appropriate ones

Commission confirms that room type is:

	Single room	Small double room	Double room	Big double room	Triple room
Room type					

Mark X the appropriate ones

**Notes**

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Commission chairman

\_\_\_\_\_  
 (Position, name, surname, signature)

Members

\_\_\_\_\_  
 (Position, name, surname, signature)

\_\_\_\_\_  
 (Position, name, surname, signature)

Data of the act is entered to the academic information system

\_\_\_\_\_  
 (Position, name, surname, signature)

**KAUNAS UNIVERSITY OF TECHNOLOGY**

Appendix 5 to the  
Guidelines for Pricing of Accommodation at  
the Dormitories

APPROVED BY  
Head of department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name, surname)

\_\_\_\_\_ 20\_\_

**ACT OF ASSESSMENT OF THE DORMITORY BUILDING, ROOM AND OTHER COMMON AREAS**

\_\_-\_\_-20\_\_ No.

\_\_\_\_\_  
(Location of the making of the act)

Commission assembled by the Rector's order No. .... of ..... 20 ....., consisting of its Chairman ..... and members: .....  
under procedure approved by the Rector's order No. .... of ..... 20 ....., inspected the building, rooms, furniture, sanitary units and kitchens of the Dormitory ..... and determined:

No.	Room numbers	Room area (m <sup>3</sup> )	Coefficient of condition														TOTAL	Coefficient of the number of places (Single – 1,6; big double 1,3; double – 1,2; small double - 1,1; triple – 1)	Price for 1 place, Eur (basic price* coefficient of number of places at the room)
			Condition of the building		Room's condition		Condition of the room furniture			Type of sanitary unit				Type of kitchen					
			Orderly	Satisfactory	Orderly	Satisfactory	Orderly	Satisfactory	No furniture	Separate for 1 room	Separate for 2 rooms	Common for one floor	Common in the basement	Separate for 1 room	Separate for 2 rooms	Common			
			<b>PT (0,2)</b>	<b>PP (0,1)</b>	<b>KT (0,4)</b>	<b>KP (0,3)</b>	<b>BT (0,4)</b>	<b>BP (0,2)</b>	<b>BN (0)</b>	<b>WA1 (0,4)</b>	<b>WA2 (0,3)</b>	<b>WB (0,25)</b>	<b>WR (0,2)</b>	<b>VA1 (0,4)</b>	<b>VA2 (0,3)</b>	<b>VB (0,2)</b>			
1																			
2																			

Commission chairman

\_\_\_\_\_  
(Position, name, surname, signature)

Members

\_\_\_\_\_  
(Position, name, surname, signature)

\_\_\_\_\_  
(Position, name, surname, signature)

Data of the act is entered to the academic information system by

\_\_\_\_\_  
(Position, name, surname, signature)