

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 Technology dated  
20 February 2017)  
(Amended by the order No. A-355 of Rector  
of Kaunas University of Technology dated  
2 July 2018)

## 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 of 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 – 60 Euros;**

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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.**

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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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