

## **REGULATIONS**

### **on the organization and operation of student dormitories**

These Regulations establish the organization, administration and operation of dormitories for student accommodation (including Erasmus students and other international students). The content of these regulations has been drafted in accordance with the provisions of the following normative acts:

- Law no. 1/2011 with subsequent amendments and additions;
- The code of the rights and liabilities of the students at Transilvania University of Brasov;
- Charter of Transilvania University of Brasov.

#### **Chapter 1. General Provisions**

**Art. 1** The student dormitories are units owned, managed and used by Transilvania University of Brasov, units that provide living and study conditions for students. They operate throughout the entire academic year. The administration of the student dormitories is achieved by an administrator (employee of Transilvania University) together with the dormitory Committee, which is annually elected from among the students accommodated in the dormitory.

**Art. 2** (1) An accommodation commission is set up in each faculty which has the obligation to analyse all the requests for accommodation, to draw up lists with students who will benefit from accommodation according to the adopted accommodation criteria and to display them on the faculty / university website according to the planning of the accommodation activities for that year.

(2) The faculties may exchange accommodation places in dormitories after considering the requests, within the limit of the available places, within 10 calendar days from the beginning of the academic year.

(3) It is recommended that the relative students receive a place of accommodation in the same room or at least in the same dormitory. If, in order to fulfil this recommendation, a change of accommodation is required, this will be done by the accommodation commissions of the faculties involved.

(4) If a faculty considers that it cannot cover the total number of accommodation places with its own students, it shall set the places available before the *Council for students' social issues* - (Co - STUDENT) to be redistributed to other faculties, according to the algorithm of distribution of accommodation places by faculties.

#### **Chapter 2. The students' Assignment to Dormitories**

**Art. 3** Transilvania University of Brasov offers accommodation places in the thirteen student dormitories.

**Art. 4** The distribution of the students of each faculty in rooms is made exclusively by the Accommodation Commission of the faculty which is made up of the Vice-dean responsible for the students' activity, the Chief Secretary of the faculty and at least two students, of whom at least one is a member of the University Senate.





**Art. 5** The faculty accommodation commission operates throughout the entire academic year and has the obligation to respect the general framework of these regulations. For cases where the faculty accommodation committee will not be able to respond clearly to a request of any kind from a student, this will be addressed to the *Vice-Rectorate in charge of students and the connection with the economic and socio-cultural environment*.

**Art. 6** In the dormitories of Transilvania University of Brasov, the following categories of students from the bachelor, master and doctoral programmes can be accommodated, in the following order of priorities:

- a) scholarship-grantee foreign students (Transilvania Academica Scholarship) – TAS, foreign students with scholarship from the Romanian state and those included in international and inter-university mobilities;
- b) orphan students of both parents, those from children's homes or from family placement;
- c) students whose families earn income per family member below the minimum guaranteed income according to law;
- d) the students who are in the records of the student dispensary and attest, with medical certificates endorsed by specialist doctors, that they suffer from one of the conditions provided by GD 558/1998, Annex 2, Art. 8, letter c), namely: TB, diabetes, malignant diseases, severe malabsorption syndromes, congenital heart disease, chronic hepatitis, chronic renal failure, epilepsy, glaucoma, immunological diseases, HIV infection or are AIDS patients (non-communicable), spondylosis, paralysis and other locomotor disabilities;
- e) Romanian students who have passed all their exams and are enrolled in the bachelor's, master's and doctoral programmes financed from the budget, as well as foreign students without scholarships and without tuition fee, depending on the school situation (all those who lived in the dormitory in the previous year and who are included on the provisional list for accommodation have priority in accommodation);
- f) family students, within the available places;
- g) Romanian or foreign students who successfully completed all credits and who pay tuition fee;
- h) students who successfully completed all credits who stood out through organizational and volunteering activities (members in student associations, student representatives).
- i) Romanian or foreign students with more than two retakes (autumn retake session I);
- j) other Romanian or foreign students with more than two retakes (maximum 3 after the 1<sup>st</sup> autumn retake session) within the limit of available places.

**Art. 7** Means of support for students who did not receive accommodation in the dormitory.

Students living in areas other than the dormitories of state educational institutions can be granted an individual accommodation subsidy, with the exception of school breaks, according to Emergency Ordinance no. 73/2004, if they choose to receive the subsidy and if they did not receive or applied for a place in the dormitories of the state educational institution where they were enrolled. Additionally, they must meet the following conditions:

- a) to be full-time students on budgeted places (with a certificate from the faculty as evidence);
- b) to be younger than 29;
- c) to submit a copy of the lease agreement, registered with the Public Finance Administration of Brasov County;
- d) not to be residents of Brasov;
- e) to submit documents proving that the gross monthly income per family member does not exceed the gross minimum salary.

**Art. 8** Students who cannot receive accommodation in dormitories:

- a) students who have been sanctioned for deviations from the provisions of these regulations (under the conditions of art. 18, points b) and c) related to art. 18 point a) at least 2 warnings are required) and the provisions of other university regulations;





b) students who displayed uncivilized behaviour towards the university staff (teachers, administrative staff, etc.);

c) students who at the end of the fall exam session (the first fall exam session, not the re-examination session!) have more than two remaining exams;

d) students living in Braşov and in the localities in the immediate vicinity (up to 30 km distance) of the municipality of Braşov according to the method of calculating the distances used by the university.

e) students who have committed criminal or contraventional acts in the dormitories, in the premises of the university's educational spaces or in the areas adjacent to them.

Priority to accommodation as presented in Art. 6 is subject to the provisions of the present Art. 8, the decision being the responsibility of the Faculty Accommodation Committee.

**Art. 9** The accommodation place is taken over personally by each student, based on the identity document. At this stage, the lease agreement, its annexes and the contract for the residence permit are completed and signed.

**Art. 10** The redistribution of the vacant places after the first two specific stages of the accommodation calendar will be done by the Dormitories Service.

**Art. 11** The administrators of dormitories shall send a monthly report to the Accommodation Department and to the Accommodation Commission of the faculty about the students who do not use the accommodation space granted by the faculty. The faculty accommodation committee shall analyse and may order the student's accommodation contract to cease if the conditions of these regulations are not respected.

**Art. 12** The complaints regarding the lodging are submitted to the secretariats of the faculties in the first 2 days after posting the accommodation lists.

**Art. 13** The places of the students who left for studies within the Erasmus+ mobility programmes (students who have obtained the right of accommodation) can be occupied by other students, from the same faculty, until the former student's return. The student accommodated in one of these places will be notified that the accommodation period is limited. In the event that another accommodation place is vacated, the student concerned will be reassigned to that place.

### **Chapter 3. Rights and Duties for the People Living in the Dormitories**

**Art. 14** Students occupying a dormitory are entitled:

a) to make suggestions and proposals to the dormitory administration, the Accommodation Department and the higher education institution with regard to the improvement of living and study conditions in the dormitory;

b) to participate in all the actions organized in the accommodation places, regardless of their nature; to use the reading rooms, cooking spaces, bathrooms and all the other spaces for shared use;

c) to benefit from Internet services from the campus;

d) to use the installations and objects of common use from the dormitory inventory;

e) to notify to the administration of any situation that contradicts the provisions of these regulations and the social norms of cohabitation in the dormitory;

f) to receive visits under the conditions provided by these regulations.

**Art. 15** Students living in dormitories may receive visits in the following situations:

a) during working days between 7a.m. and 11p.m., provided that the number of visiting hours does not disturb the roommates;





b) during the weekend, the visits may be extended after 11p.m for a single visiting person, with the agreement of the administration and the roommates. In this respect, the student will submit a written request to the administration, which may approve or refuse the request according to circumstances;

c) the student requesting the accommodation of a person in the dormitory shall pay at the university cashier the price for the accommodation under the conditions approved by the University Senate;

d) the student who receives the visit of foreign persons or brings foreign persons into the dormitory (including students accommodated in other dormitories) is responsible for their behaviour and for any violation by them of the provisions of these regulations, personally bearing the sanctions herein provided.

e) hosting foreign people (including students from other dormitories)s who do not comply with the provisions specified in points a, b, c and d of this article, is strictly prohibited.

**Art. 16** The persons living in the dormitories have the following obligations:

a) to comply with the duties incumbent upon them by the contractual liability (the lease agreement);

b) to participate in the entire maintenance activity of the dormitory and to maintain the cleanliness in all the accommodation spaces;

c) to display a civilized outfit and behaviour and to collaborate with the empowered structures, taking attitude towards the acts of indiscipline committed in the dormitories;

d) to properly use the goods in the inventory, the electrical and sanitary installations made available;

e) to keep quiet for the others to be able to rest and study;

f) to keep the accommodation spaces ordered and clean;

g) to announce (by telephone) the campus police, the emergency response team (police), the specialized bodies (police, fire, ambulance) in case of emergencies (conflicts, accidents, floods, damage, crime, contraventions, defects, etc.).

h) to thoroughly clean the room when leaving on holidays;

i) to return the goods received in inventory in full and in good condition;

j) to notify the administration of the dormitories of any deviation from the provisions of these regulations;

k) to show the identity card and the accommodation ID at the request of the personnel authorized by the university management to control the dormitories and at the request of the campus police bodies;

l) to pay the accommodation price for the current month in full in the second half of the previous month (between the 15<sup>th</sup> and 30<sup>th</sup> of the previous month), except for October, for which the price can be paid until the 5<sup>th</sup> day of October. In the first 5 days after this deadline, penalties of 0.5% per day from the total amount of the price will be charged. Exceeding this term leads to termination of the lease. The monthly price is to be paid in full regardless of the number of days of student accommodation in a month. The special cases (which concern the hospitalized students - see Chapter 5 - Art. 33, away for internships, etc.) are analysed and solved by the Accommodation Department. Erasmus (incoming) students who opt for accommodation in university dorms are required to pay the price for the dormitory as the other students; for the first month they pay the fee in maximum 5 working days upon arrival.

m) to get the monthly visa from the administrator of the dormitory on the residence ID;

n) to leave the accommodation space within a maximum of 10 calendar days after they lose the student status (being expelled);

o) to use the available electricity, water and materials reasonably;

p) to bear material responsibility for the deficiencies and damage to the room and to the goods in the room and to the common use spaces. The material and disciplinary responsibility for the deficiencies and damages caused to the goods in the room is borne by the student who has caused. In case this student is not identified, the responsibility shall be shared by all the contract holders in the room. In the event of damage to the common sanitary facilities, the responsibility rests with the students staying on the entire floor.





**Art. 17** Persons living in the dormitories are prohibited:

- a) to alienate or attempt to alienate the place in the dormitory;
- b) to disturb the quietness and public order in dormitories and adjacent areas;
- c) to trade alcoholic beverages in dormitories and adjacent areas;
- d) to consume alcoholic beverages excessively in the dormitories and in the adjacent areas;
- e) to conduct any kind of commercial activity;
- f) to trade and consume plants, substances and preparations containing narcotic and psychotropic substances;
- g) to smoke in the accommodation spaces and on the hallways of the dormitories;
- h) to gamble;
- i) to throw the household waste in the spaces not designated therefor and around the dormitories and to affect the green spaces;
- j) to store of household waste on the hall and in the offices of the dormitories;
- k) to bring animals in the dormitories;
- l) to drink alcohol in the common spaces and in the areas adjacent to the homes, except for the events organized with the agreement of the administration and the police bodies;
- m) to consume and trade prohibited substances;
- n) to use the access path on the roof of the dormitories;
- o) to use handmade electrical appliances and gas cylinders;
- p) to place shoe racks in common hallways;
- q) to place several refrigerators/freezers in the same room (a maximum of 1 refrigerator/freezer is allowed);
- r) to cook in the rooms;
- r) to display posters and ads in places that are not specially designated for this purpose;
- t) to destroy the furniture in the room and in the common spaces or other goods (cameras, sinks, showers, windows, doors, lighting elements, walls, etc.).
- u) to receive visiting foreign persons, in violation of the provisions of article 15.

**Art. 18** For the non-observance of the provisions of these regulations, at the proposal of the administration of the dormitory, the Accommodation Department will apply, depending on the seriousness of the offence, one of the following sanctions:

- a) written warning;
- b) exclusion from the dormitory during the current academic year;
- c) exclusion from the dormitory and the definitive loss of the right of accommodation during the studies;

The penalties shall be communicated in writing to the student and to the faculty management, to the Erasmus coordinator as appropriate.

**Art. 19** Sanctioned students have the right to challenge the sanction decision, within two calendar days, term calculated from the date of communication of the sanction decision to the Vice-Rector for the Students and the Liaison with the Economic and Socio-Cultural Environment. The appeals of those sanctioned shall be resolved within five days from their registration. In order to resolve the appeal, it is compulsory to hear the sanctioned student and to consult the Dormitory Committee members

#### **Chapter 4. The Dormitory Committee**

**Art. 20** For a better cooperation between students and the administration of the dormitories, the management of the faculties and the management of the university, the students living in dormitories will be represented by a Dormitory Committee.





**Art. 21** The Dormitory Committee consists of 3 members, except for the dormitory 14, for which the committee comprises 4 members. The Dormitory Committee has the following composition: chairman, vice-president / vice-presidents and the administrator of the dormitory, who is a member, but cannot be president. The composition of the committee shall be finalized by October 31 of each academic year. The president delegates responsibilities to the vice-presidents, in the sense of allocating the working levels. The connection between the leadership of the Dormitory Committee and the university management is ensured by the campus coordinating students (one for each student dormitory complex), established from among the dormitory presidents by the by the Vice-Rector with Students and the relation with the economic and socio-cultural environment.

**Art. 22** For the annual appointment of the presidents and vice-presidents, the students accommodated in the dormitories can submit their application at the administration of the dormitory in which they live in the first half of October. Romanian citizens with a permanent residence in Romania (excepting the dormitory 10, where the candidates can also be foreign students at long-term studies), enrolled both at bachelor's degree (except for the first year of studies), and master's degree, can apply. The applications are displayed on the notice board of each dormitory by the administrator. The student members of the Accommodation Committee are selected by a commission consisting of the Dormitory Administrator and the Vice-Deans for the students whose students are accommodated in that dormitory. The selection is interview-based. In tie situations, the separation is done according to the average grade obtained by each candidate in the previous academic year (for second-year undergraduate and graduate students), respectively the graduation average in the case of first-year graduate students. In the case of the absence of some integral candidates, the first criterion of separation will be the number of exams remaining on September 30<sup>th</sup> and the second average of admission to the faculty.

**Art. 23** The access in the dormitories, the common spaces and the surrounding areas outside them are visualized through the CVCI system (Closed Circuit Cameras). The management of the CVCI system for each dormitory is undertaken by the dormitory administrator, in collaboration with a person designated by the General - administrative department of the university and the coordinator of the IT Office.

**Art. 24** The Accommodation Committee works only during the academic year in which it was set up, not including the summer holidays. Each dormitory administrator reports monthly to the head of the Accommodation Department the performance of the specific tasks of the student members of the Accommodation Committee. The members of the Accommodation Committee who do not fulfil their duties will be dismissed by the head of the Accommodation Department. The replacement of any student member of the Accommodation Committee implies the steps presented in art. 22.

**Art. 25** The Accommodation Committee:

- a) acts to ensure order and quietness in the home; If the Accommodation Committee proves unable to provide order and quietness in the dormitory, it will be replaced.
- b) acts to maintain cleanliness in the home. The Accommodation Committee is obliged to take action to identify students who do not meet the requirements in this regard and to take the necessary measures.
- c) acts to comply with the fire prevention requirements. The Accommodation Committee must know the actual state of each room and act to comply with the obligations set out in these regulations.
- d) communicates to the dormitory administrator the students' requests regarding the completion of the home equipment;
- e) proposes, together with the dormitory administrator, the main repairs and arrangements for buildings and installations, the repair of furniture and the replacement of cabinets;
- f) prevents and mediates, within the limits of collegiality and good living, the conflicts that may arise between the students staying in the dormitory;





- g) cooperates with the police in case of acts of violence or destruction;
- h) announces urgently the specialized bodies (police, fire, ambulance) as well as the coordinating student in case of emergencies (conflicts, accidents, floods, damage, crime, contraventions, defects, etc.).
- i) collaborates with the IT office for the proper functioning of the video surveillance system of the dormitories and for the good functioning of the access system in dormitories based on access card and has the duty to announce, in the shortest time, to the technical service of the university, any malfunction that occurred in these systems.
- j) the student coordinator and the dormitory presidents attend the Co - STUDENT meetings scheduled and announced by the *Vice-Rector with Students and the connection with the economic and socio-cultural environment* and ensure the connection between the Accommodation Committee and the Administrator.

**Art. 26** The presidents and vice-presidents of the Accommodation Committees may receive special scholarships for the student members of the Accommodation Committees from the university's scholarship fund, but also STUDENT - Campus scholarships from the university's own revenues, in accordance with the Scholarship Regulations and other forms of material support, in compliance with the legal regulations in force.

## **Chapter 5. Final Provisions**

**Art. 27** (1) During the holidays, the dormitories have the regime established by the Vice-Rector with Students and the connection with the economic and socio-cultural environment and the Co-STUDENT Coordination Office. Only students who received accommodation at the beginning of the university year and lived in the dormitory during periods of teaching activities may be accommodated in the student dormitories, provided that the stay is justified (such as participating in an internship programme or other activities for the benefit of the university or employment during the holidays). The number of places available for accommodation during the summer holidays is established annually by the head of the Accommodation Department together with the General Administrative Director, according to the planned works.

(2) The students who request accommodation during the summer holidays shall submit an application until June 20, to the administrators of dormitories who, together with the head of the Accommodation Department, will analyze it and decide on its approval or rejection, in the period from 20 to 30 June. The conditions for staying in the dormitories during the summer holidays will be announced by the Dormitory Service in late May every year.

(3) The students remaining in dormitories during the summer holidays will pay the accommodation fee in advance, according the fixed-term lease agreement, at the rates approved by the University Senate.

(4) The students who carry out the internship included in the curriculum, benefit from accommodation for the internship period (until July 31) in the same payment terms of the academic year.

(5) In case the number of requests for accommodation for the summer holidays exceeds the number of available places, the accommodation shall be made based on the school situation for the first semester.

**Art. 28** Students benefitting from accommodation during the summer holidays shall sign a fixed-term accommodation agreement for the holidays.

**Art. 29** Orphan students of both parents, as well as those from orphanages or foster care can benefit from free accommodation during the holidays as well, at the proposal of the Executive Board members. The accommodation is conditional on an acceptable school situation (maximum 3 retakes).

**Art. 30** The students who have been sanctioned for bad conduct have no right of accommodation during the summer holidays. Students who live in dormitories during the holidays and accumulate penalties during these periods lose their right of accommodation in the dormitory for the following academic year.





**Art. 31** For holidays up to 8 calendar days, the accommodation price is charged in full for the respective month, because the dormitories remain open.

**Art. 32** After the completion of the bachelor's and master's cycles, the graduates / students can no longer receive accommodation in the student dormitories, whether or not they have passed the bachelor's / dissertation exam in the first planned session, except for special cases approved by the Vice-Rector for the Students and the Liaison with the Economic and Socio-Cultural Environment. (bachelor's graduates who are admitted to master's degree programs, subject to the conditions imposed for staying in the dormitories during the summer holidays and to paying the accommodation fee).

**Art. 33** The hospitalized students (more than 14 consecutive calendar days) who confirm the hospitalization period through a *document of release from hospital*, will be exempted from the accommodation fee and penalties for the hospitalization period.

**Art. 34** Students housed in the dormitory, enrolled in the first year, who accumulate during the first semester unjustified absences in all the disciplines of the curriculum, will be excluded from the dormitory and will no longer be eligible for accommodation during the entire period of studies regardless of the faculty to which they will be registered.

**Art. 35** For certain categories of students the *Vice-Rector with Students and the connection with the economic and socio-cultural environment* together with Co-STUDENT may propose the partial or full exemption of the accommodation fee, with the approval of the Executive Board.

**Art. 36** In the situation when half of the places of a room are set available during the accommodation period, the Accommodation Department will accommodate other students or redistribute the remaining students to other rooms.

**Art. 37** The Accommodation Department is directly responsible for the way of managing the goods of the dormitories and for their proper maintenance. Maintenance of green spaces, maintenance of cleanliness around the dormitories, disposal of garbage, ensuring the security of the dormitories are also tasks of the Accommodation Department.

**Art. 38** The guest rooms may temporarily accommodate professors, students or other persons from institutions of higher education in the country or abroad who visit Transilvania University of Brasov, in the framework of collaborative actions, based on the decision of the *Vice-Rector with Students and the connection with the economic and socio-cultural environment*.

**Art. 39** Depending on availability during the academic year, the university may grant a room for the accommodation of its own guests (students), at the request of the student associations legally constituted at the level of the institution, for a fixed period, with the approval of the Executive Board.

**Art. 40** Considering the risk of the spread of the new Coronavirus and the measures adopted through the Decisions of the National Committee for Special Emergency Situations, formed at the level of the Romanian Government, in order to implement public health measures in the pandemic situation with the risk of infection with the SARS-CoV-2 virus, these regulations introduce the following special provisions, applicable only in special situations (state of alert, state of emergency, etc.):

- all students who received accommodation in the university dormitories shall wear protection masks in the dormitories, in common areas and hallways;





- upon entering the dormitory, students will disinfect their hands using the hand sanitizer dispenser at the entrance; in addition, they shall use the hand sanitizer dispenser on the floor where their room is located;
- the students will use the common hallways of dormitories complying with the physical distance rules and the available marking; they shall not be allowed to linger in these areas and to form discussion groups, irrespective of the number of students (including the headquarters of students' associations);
- students shall have access only to the dormitory where they are accommodated; the dormitory room shall be used only by the students who live in the room, visits or meetings with other students are strictly forbidden. The access of other students shall be allowed only in force majeure situations.

Any student's failure to comply, partially or totally, with the provisions of this article, recorded in writing by the dormitory administration, the police and/or members of the dormitory committees, shall result in the expulsion from the dormitory and the student's ineligibility for accommodation in the university dormitories during the current academic year. The sanction shall be implemented by decision of the Dormitory Service, according to these Regulations.

**Art. 41** In the special situations stipulated in art. 40, depending on the seriousness of the situation, the University Management may decide to reduce the number of students accommodated in dormitory rooms or even temporarily close the dormitories and evacuate the students accommodated there.

**Art. 42** These regulations shall enter into force at the date of their approval by the Senate of Transilvania University of Brasov and shall be made public to all the people involved by displaying and distributing them in all the relevant departments. Other previous provisions contrary to these Regulations are hereby repealed.

These Regulations have been revised and approved in the meeting of the Senate of Transilvania University of Brasov on 28.07.2022.

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