
 ULST CODE – R034	University of Life Sciences "King Mihai I" from Timisoara	BODY issuer Department of Quality Management
	REGULATIONS of organization and operation of Student Dormitories	Edition 3 / Revision 1

STUDENT DORMITORY OPERATING REGULATIONS

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CAP. I. FIELD OF APPLICATION

Art. 1. (1) This regulation establishes the general framework for the organization and operation of student dormitories within the University of Life Sciences "King Mihai I" from Timișoara (ULST).

(2) The Regulation applies to all students, staff and all administrative structures responsible for the organization and operation of the student dormitories, within the premises of the University of Life Sciences "King Mihai I" from Timișoara (ULST).

(3) Users of the regulation are responsible for applying and complying with the provisions of the documents in this regulation.

CAP. II. PURPOSE

Art. 2. The purpose of drafting this regulation is to establish unitary rules regarding the organization and operation of student dormitories within the University of Life Sciences "King Mihai I" from Timișoara (ULST).

CAP. III. DEFINITIONS. ABBREVIATIONS

Art. 3. The following abbreviations will be used in this regulation :

A. ABBREVIATIONS:

- **ULST** – University of Life Sciences "King Mihai I" from Timișoara.


CAP. IV. NORMATIVE REFERENCES

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Law no. 448/2006 on the protection and promotion of the rights of persons with disabilities, republished, with subsequent amendments and additions.

Art. 5. Secondary legislation

- ULST charter;
- The code of rights and obligations of the student from the University of Life Sciences "King Mihai I" from Timișoara - R060;

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- Decisions of the University Senate and the Board of Administration.

CAP. V. DESCRIPTION OF THE REGULATION

CAP. V.1. GENERAL DISPOSITIONS

Art. 6. Student dormitories represent the spaces owned and managed by ULST, intended for student accommodation.

Art. 7. The University of Life Sciences “King Mihai I” from Timișoara has five student dormitories, in accordance with sanitary regulations.

Art. 8. The management of ULST establishes the organizational departments responsible for the administration of the dormitories, their current maintenance and proper functioning.


Art. 9. The distribution of the accommodation space will be made according to the students' requests, after the centralization of all requests for pre-booking or accommodation for first-year students.

Art. 10. (1) ULST through the Social Service rents the existing accommodation spaces for the duration of one academic year, and during the holidays it rents the approved accommodation spaces under the hotel regime to individuals and legal entities according to the fees established by the university management through the Board of Administration and approved by the University Senate.

(2) The Administrative Council, through the Vice-Rectorate for Social and Student Activities, manages protocol rooms and other accommodation spaces related to dormitory locations and resolves all deficiencies in the activity of the dormitories.

CAP. V.2. ACCOMMODATION CRITERIA

Art. 11. In granting a place of accommodation, the following cannot constitute criteria: age, sex, religion, race, political affiliation of the candidate or his family, membership of legally established organizations or activity in accordance with Romanian legislation, the number of years spent in other educational institutions, studies conducted abroad, as well as access to scholarships from other sources or other discriminatory elements.

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Art. 12. (1) Priority for accommodation in the C1-C4 dormitories of ULST is given to students who attend the courses of this university, in the following order:

- a) First-year students – bachelor's cycle, full-time students who have chosen to register for accommodation in the university's dormitories;
- b) Bachelor's degree students who are full-time students and who submitted their pre-care request by the set deadline;
- c) Students from the other years of study, who did not submit their application for pre-qualification within the established term, in descending order of averages (professional performance criteria must receive);

(2) For dormitory 5 G, the order of accommodation will in principle be as follows, depending on the date of submission of the accommodation file, the University's priorities and strategy, the support offered to the university and the academic environment, etc.:


- a) Both students of ULST, married, with minor children;
- b) Both students of ULST, but married;
- c) One a university student, the other not, but married;
- d) Other categories.

Art. 13. Students who had accommodation before benefiting from study/practice mobility or other programs (ERASMUS+, Work and Travel, US Travel, etc.), in the first semester of the academic year, upon returning to the university, keep their the place of accommodation requested through the reservation request, if possible, or they will receive a place of accommodation in another room, within the limits of the remaining available places.

Art. 14 . Within the limits of available places, after solving all requests, according to the provisions of art. 12, in the student dormitories C1-C4 it will be possible to accommodate teaching staff, doctoral students and other employees of ULST, students of other universities, as well as other people from outside the University .

Art. 15. (1) Accommodation for each of the categories mentioned in art. 12 and art. 14 is provided **for a maximum of one year** , with the possibility of its annual renewal, throughout the period of studies, at the sanitary norm of 4 persons/room in dorms C3 – C4, 3 people/room in dorms C1 – C2 and 2 people/room in dorm 5 G.

(2) Students who requested accommodation and do not stay or those who give up accommodation after the start of the academic year will lose the priority right to accommodation conferred by the provisions of art. 12, in the following academic year, being accommodated only within the limits of the remaining available places.

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(3) The sanitary standard in a room can be even lower than that corresponding to the university dormitories, within the limit of the remaining available places, after the accommodation of all the people who have applied for accommodation, the accommodated students having the obligation to pay for all the remaining available places up to the sanitary norm corresponding to the university dormitories, at the price of a non-budgeted place, so that the amount to be charged for each room remains totally unchanged.

Art. 16. The rental requests of legal entities will take place during the period and at the rental rate approved by the Board of Directors.

Art. 17. Accommodation rates will be proposed annually by the Board of Administration and approved by the University Senate of ULST depending on the specifics of the accommodation.

Art. 18. (1) The following categories benefit from the free accommodation regime:

- a) Students orphaned by both parents and those from orphanages or foster care;
- b) Students, master's students and doctoral students with scholarships from the Romanian state, other than from EU or EEA countries;


(2) Children of active or retired teaching staff and teaching assistants from the education system, as well as children orphaned by one or both parents who worked in the education system, benefit from free accommodation in dormitories.

(3) Students with disabilities benefit, upon request, from a 50% discount, in accordance with the provisions of art. 16 para. 8 of Law no. 448/2006 on the protection and promotion of the rights of persons with disabilities , republished, with subsequent amendments and additions.

(4) Special social cases, as well as other special cases, debated in the Commission for Student Affairs or proposed by the relevant vice-rectorate, based on the supporting documents and subsequently proposed for approval to the ULST Board of Administration, can benefit from a discount or other accommodation facilities

CAP. V.3. ORGANIZATION OF THE ACCOMMODATION ACTIVITY

Art. 19. Students who have permanent residence outside the municipality of Timișoara are accommodated in the student dormitories, in the order provided in art. 12 and art. 14.

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Art. 20. Accommodation for the categories mentioned in art. 12 is done by the Social Service on the basis of the lists approved by the relevant Vice-Rectorate, with the support of the Student League/leagues.

Art. 21. (1) Students from years II - VI with dormitory and management fees paid up to date can submit applications for pre-booking during the period displayed on the visor of each dormitory (May/June of each year) . The dormitory administrators provide students with reservation forms, in which the student can express his/her choice vis-à-vis the room, respectively, of colleagues - request for reservation - Annex **2a** or **Annex 2b**


(2) Dormitory administrators will centralize requests for accommodation according to the students' options and submit them to the secretariat of the Vice-Rectorate for Social and Student Activities.

(3) The pro-rectorate for social and student activities will centralize the requests for advance notice as well as the preliminary lists that will include the students admitted in the first admission session. At the end of the second admission session (autumn), according to the previously specified procedure, the Vice-Rectorate for Social and Student Activities prepares the final lists that will be sent to the dormitory administrators, who are obliged to display them. Student accommodation is based on the centralizing table developed by the Vice-Rectorate for Social and Student Activities, made available to the Accommodation Committee and displayed on the university's website . – **Annex 2c** .

Art. 22. The student who did not submit the accommodation request within the deadline or does not show up in person to be accommodated within the time frame established by the Accommodation Commission, will be accommodated only on the remaining available accommodation places, there being no obligation, from the the institution, to accommodate him, even if he meets all the other required criteria. In the event of the existence of unoccupied accommodation places, they will be able to stay starting from the new academic year.

Art. 23. Students who have unpaid debts will not be able to be accommodated until they prove their payment and will be accommodated only within the limits of the remaining unoccupied places.

Art. 24. The requests of students who were sanctioned in the previous academic year are discussed separately by the committee for student issues or by the Vice-Rectorate for social and student activities, with the possibility to reject these requests or not.

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Art. 25. (1) The reception of students in the dormitory is done by the dormitory administrator and the student representatives, under the coordination of the relevant vice-rectorate.

(2) The remaining available places will be redistributed by the pro-rectorate for social and student activities, depending on priorities, after analyzing each individual case.

Art. 26. (1) The access of the people staying in the hostel is done only on the basis of the dormitory ID issued at the accommodation, up-to-date by the administration, together with the signing of the rental contract. In the case of the assignment of the electronic identification card, the student has the obligation to access the dormitory only on the basis of it, which also has the function of the entrance key to the dormitory.

(2) The residents of the dormitory can receive visits until 10 p.m.

(3) The presentation of the dormitory identification card, the electronic identification card/identity documents of the persons inside the dormitory, is mandatory if the request is made by the administration, the security service of the dormitory or persons from the university management (rector, vice-rector , director, vice-deans, control committee).


(4) The destruction of any property of the University (doors, windows, weapons, sanitary items, etc.), as well as the use of equipment (electric stoves, electric radiators, etc.) are considered serious disciplinary violations and will be sanctioned with one of the provisions of art. 35 lit. b), c), d), e or f).

(5) Accommodating any foreign persons in the respective room or changing the destination of the rooms are considered serious disciplinary violations and will be sanctioned with one of the provisions of art. 35 lit. b), c), d), e) or f).


CAP. V.4. OBLIGATIONS AND RIGHTS OF EMPLOYED STAFF

Art. 27. Home administrators have the following duties:

- a) ensures the good management of the dormitory/dormitories under their supervision, together with the heads of dormitories, the heads of landings or other representatives designated by the Student League;
- b) collect the dormitory fees and any related penalties, according to the rental contract in force;
- c) manage according to the legal provisions in force, the goods from the endowment of the dormitories;
- d) hand over to the students, the room inventory (on the basis of minutes) at the beginning of the academic year and take it over at the end of it. The minutes will be concluded in two copies, which will be distributed to the two signatories;

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- e) hand over the barracks to the students for use, based on individual minutes;
- f) rigorously records the assignment of students to rooms, based on a clear organizational chart, which will be displayed in the hall of the ground floor of each dormitory, logistically supported, if necessary, by the representatives of the Student League;
- g) approves the transfer of students to another room under the conditions of the Decisions of the University Board of Directors regarding the assignment of students, but only with the written notification of the relevant Vice-Rectorate , of the immediate updating of the property book and its display in the specific place;
- h) proposes, together with the representatives of the Student League, the completion of the dormitory equipment, requests and pursues the replacement of goods that can no longer be used;
- i) monitors the registration in the real estate register of all persons staying in the dormitory;
- j) issue residence permits;
- k) distribute correspondence, based on a schedule displayed for each dormitory;
- l) ensure a change of linen;
- m) is responsible for the maintenance and cleaning of the common spaces, sets the work schedule and monitors the quality of the work of the staff who perform the cleaning and maintenance;
- n) monitors the maintenance and cleanliness of the rooms, hallways, bathrooms, common spaces and reports deficiencies and irregularities to the Social Service, within 24 hours of detection;
- o) monitors the maintenance and operation of sanitary and electrical installations;
- p) notify any damage produced in the dormitory, within 24 hours at most, otherwise they are liable to sanctions; if the author is not identified, all students in the respective room or who use the common spaces are considered responsible. Notification of damages is done in writing, by the administrator or together with the student committee for the dormitories. Within 5 working days, the guilty students will pay the damages caused by their fault and the related work, at the rates established by the General-Administrative Directorate. The counter value of the damages with an unknown author will be recovered collectively, next month, together with the collection of the dormitory tax, by equally distributing the amount related to the damage to the tenants of the dormitory/landing/room;

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- q) prepares the monthly list of cleaning and disinfection materials;
- r) ensures compliance with sanitary and fire safety regulations;
- s) any other assignment established by the university administration.

Art. 28. Caregivers have the obligation to ensure the cleanliness of all common rooms (bathrooms, hallways, stairwells, offices, garbage cans, the exterior in front of the dormitories and other places indicated by the dormitory administrator, the Social Service or the General Directorate - Administrative) and the selective collection of waste.

Art. 29. The workers employed in the ULST workshops, who are responsible for the maintenance of the university, are obliged to carry out the remedial and maintenance works on the installations and other goods in the dormitory within no more than 3 working days, depending on the complexity of the works, with except for damages caused by tenants, for which the provisions of art. 27 letter n.


Art. 30. (1) Access to the dormitory will be based on the electronic cards owned by the student tenants of the respective dormitory. Access to the dormitories for people from outside the ULST will be based on identity documents presented to the dormitory administrator or the representative of the student league (head of dorm, head of landing, etc.).

(2) In order to ensure the necessary security measures for students and staff, as well as in order to monitor compliance with the obligations provided for in this regulation, the institution has the right to install surveillance cameras in the spaces with a common purpose in the student dormitories it owns (at the entrance to dormitories, hallways, etc.) with the exception of sanitary groups, as well as in the perimeter of the university campus

CAP V.5. THE RIGHTS AND DUTIES OF THE STUDENTS ACCOMMODATED IN THE DORMITORIES

Art. 31. The rights of students in the dormitories are:

- a) to live in the assigned room;
- b) to receive the inventory of the room;
- c) to use free time as they see fit, without disturbing other students through their activities;
- d) to notify the appropriate Vice-Rectorate of non-fulfilment of obligations by the administrative staff as well as any other problem arising specific to this Vice-Rectorate;

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- e) to appeal to the representatives of the Student League, in order to settle or resolve some misunderstandings with the dorm mates;
- f) to notify the Social Service for irregularities or deviations affecting dormitory life.

Art. 32. (1) Upon entering the dormitory, students sign the DECLARATION ON OWN RESPONSIBILITY - **Annex 3a** , the RENTAL AGREEMENT - **Annex 3b** ¹⁻² with the administrator and receive for use, based on a collective report, the weapons and other objects of inventory from the room - **Annex 3c** and based on individual minutes, the inventory goods used individually from the room - **Annex 3d** . At the same time, students are made aware of the obligations they have regarding the activity of the dormitory.

(2) The dormitory administrator will issue the dormitory ID card – **Appendix 3**.

(3) The obligations of students staying in dormitories are:

- a) to have an appropriate attitude and behavior, so as not to violate the norms of behavior in society;
- b) to live in the assigned room;
- c) not to introduce animals into the home;
- d) not to damage material goods and not to cause material damage to the home;
- e) to maintain cleanliness in the room;
- f) to pay the dormitory fee on time, according to the rental contract;
- g) to be personally responsible for the shortages and damages caused to the goods in the room and common spaces of the dormitory;
- h) not to introduce, consume and sell alcoholic beverages and substances prohibited by law;
- i) not to carry out any kind of trade, services;
- j) not to practice gambling;
- k) not to throw packaging and household waste in and around the home;
- l) to declare to the dormitory administrators the places left vacant, due to the unannounced departure of the tenants;
- m) not to use electric heating devices of any kind;
- n) not to prepare food in the rooms; they will be prepared in the offices;
- o) not to smoke in the dormitory;
- p) not to offer any unjustified amount of money or to make payments without receiving a supporting document (receipt or invoice issued by the university cashier);
- q) different announcements can only be made through the special point set up at the entrance to the dormitory, posting in other places is prohibited;

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- r) each room must present a key permanently left with the administrator, a key that will be used by strictly authorized persons (deans, head of the social service, dormitory administrator) only in cases of force majeure, in the presence of at least three people;
- s) to respect the quiet hours according to the displayed schedule, between 22:00 and 07:00 ;
- t) not facilitate the accommodation of foreigners or change the purpose of the rooms; accommodation of any foreign persons who do not belong to the respective room or changing the destination of the rooms; will be considered a serious disciplinary offense and will be sanctioned with one of the provisions of art. 35, letter b), c), d) or e) or f).

(2) When finding a violation of the obligations established in this regulation, the audio and video recordings from the devices installed in the spaces with a common purpose in the dormitories and those located in the campus perimeter will be used .

CAP. V.6. DUTIES OF HEADS OF HOUSEHOLDS AND HEADS OF FACILITIES

Art. 33. Duties of heads of dormitories:

- a) to be actively involved in student accommodation, alongside the dormitory administrators;
- b) ensures that, during the checks made in the students' rooms, they are only entered in the presence of the persons staying with the contract or the representatives of the students;
- c) to promote, among students, the regulations and norms in force and to propose sanctioning those who deviate from them;
- d) to get involved in student motivation campaigns in order to improve and maintain the quality of life in student dormitories;
- e) to follow the way of cleaning in the student dormitories and notify the pro-rector of social and student activities, if this is not appropriate;
- f) to notify about the existence of defects and to follow their repair;
- g) to constantly organize meetings with the students/tenants in the dormitory in order to improve the conditions in the dormitory;
- h) any other assignment established by the higher hierarchical heads (Head of dormitory, administrator of dormitory, General-Administrative Directorate, Vice-Rectorate of the department , etc.)

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Art. 34. Duties of landing heads:

- a) watches over and is responsible for maintaining order and peace on the assigned floor;
- b) to draw up the cleaning schedule in the common spaces of the landing, together with the dormitory administrator;
- c) monitors the cleanliness in the rooms and common spaces, according to the schedules drawn up;
- d) informs the president of the dormitory and/or the administrator of any problem that arises on his level;
- e) constantly communicates with the administrative/social/technical services, the dormitory administrator, the dormitory head, the students on the same level and from the dormitory, to whom report the problems they face;
- f) communicates with the other level heads in order to better coordinate the activities of the dormitory and the university campus;
- g) is involved in the accommodation of students, together with the administrator and the head of the dormitory as well as other designated persons;
- h) constantly organizes / facilitates meetings with the administrator and with students on the same level;
- i) consults students regarding investments in the dormitory;
- j) gets involved in resolving conflicts between students, as well as in compliance peace and order in the home;
- k) creating a database and permanently updating it with students who live on the same floor;
- l) facilitates obtaining a floating visa;
- m) informs about the dormitory regulations and monitors compliance with their provisions.
- n) or another attribution established by the higher hierarchical heads (Head of dormitory, administrator of dormitory, General-Administrative Directorate , Vice-rectorate of the resort, etc.)

CAP. V.7. PENALTIES

Art. 35. (1) For the violation of the obligations and provisions inscribed in this Regulation, the following sanctions will be applied, depending on the seriousness of the violations:

- a) written warning;

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- b) exclusion from the dormitory until the end of the semester;
- c) exclusion from the dormitory for the entire academic year;
- d) the prohibition of the right to accommodation in ULST dormitories in the following academic year;
- e) the definitive loss of the right to accommodation in the ULST dormitories, for the entire duration of the studies;
- f) expulsion without the right to enroll in any faculty within the ULST

Art. 36. The sanctions provided for in art. 35 lit. a) is applied by the Commission for Student Affairs, and those from letter b), c), d), e) and f) are approved by the Board of Administration, upon the proposal of the Commission for Student Affairs.

CAP. VI. ANNEXES

Art. 37. The records regarding the way of organizing and occupying places in the student dormitories within the University of Life Sciences “King Mihai I” from Timișoara are made using the attached annexes:

APPENDIX 1	ACCOMMODATION REQUEST	CODE: ULST – R034-F01
APPENDIX 2a	PRECAUTION REQUEST	CODE: ULST – R034-F02a
APPENDIX 2b	PRECAUTION REQUEST	CODE: ULST – R034-F02b
APPENDIX 2c	SUMMARY TABLE	CODE: ULST – R034-F02c
APPENDIX 3a	STATEMENT ON OWN RESPONSIBILITY	CODE: ULST – R034-F03a
Annex 3b ¹	LEASE dormitory 5 G	CODE: ULST – R034-F0 3b ¹

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Annex 3b ²	LEASE	CODE: ULST – R034-F03b ²
APPENDIX 3c	MINUTES WITH THE INVENTORY IN THE ROOM	CODE: ULST – R034-F03c
APPENDIX 3d	LIST OF GOODS INDIVIDUALLY USED IN THE ROOM	CODE: ULST – R034-F03d
APPENDIX 3e	RESIDENCE LICENSE	CODE: ULST – R034-F03e