
	University of Life Sciences "King Mihai I" from Timisoara	Issuing body Department of Quality Management
	REGULATION REGARDING THE ORGANIZATION AND FUNCTIONING OF THE SOCIAL SERVICE	Edition 2 / Revision 0
CODE USVT – R018		

REGULATIONS

regarding the organization and operation of the Social Service

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CAP. I. FIELD OF APPLICATION

Art. 1. (1) This regulation establishes the way of organization and operation of the Social Service within the University of Life Sciences "King Mihai I" from Timisoara (ULST).

(2) The Regulation applies to the persons within the Social Service of the University of Life Sciences "King Mihai I" from Timisoara.

(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 the elaboration of this regulation is to establish unitary rules regarding the organization and operation of the Social Service within the University of Life Sciences "King Mihai I" from Timisoara (ULST).

CAP. III. DEFINITIONS. ABBREVIATIONS

Art. 3 . In this regulation, the following **abbreviations will be used:**

- **ULST** –University of Life Sciences "King Mihai I" from Timisoara (ULST);
- **FPE** – Fire prevention and extinguishing;
- **HSW** – Health and safety at work .


CAP. IV. NORMATIVE REFERENCES

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Emergency Government Ordinance no. 75/2005 on ensuring the quality of education, with subsequent amendments and additions;
- Government Decision no. 407/1997 regarding the establishment of accommodation rates in school boarding schools and student dormitories, as well as the management of the canteen and the facilities for conducting combined practice and organizing student camps;
- Order of the Ministry of Education of the Minister of National Education no. 1456/2020 for the approval of hygiene norms in units for the protection, education, training, rest and recreation of children and young people.

Art. 5. Secondary legislation

- ULST charter;

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- Internal Regulations/Methodologies/Procedures;
- Decisions of the University Senate and the Board of Administration.

CAP. V. DESCRIPTION OF THE REGULATION

CAP. V.1. GENERAL DISPOSITIONS

Art. 6. The Social Service is part of the ULST structure and is subordinate to the General Administrative Directorate, according to the ULST organizational chart.

Art. 7. The main attributions of the Social Service:

- a) Accommodation activity
- b) Other activities.


Art. 8. The activity of the Social Service is carried out in accordance with the following regulations:

- Regulation regarding the organization and operation of student dormitories;
- Internal regulation of ULST;
- Regulation of operation of the Commission for student problems;
- Regulation regarding the professional activity of students in ULST.

CAP. V.2. COMPETENCES OF THE SOCIAL SERVICE

Art. 9. The Social Service is responsible for ensuring the material and living conditions of students and has the following main powers:

1. Manages the institution's dormitories and laundry;
2. Keeps records of the students staying and is responsible for collecting the dormitory fee;
3. Monitors the supply of cleaning, hygiene and disinfectant materials to the dormitories as well as to the buildings under administration;
4. Follows the judicious use of materials of any kind distributed to the dormitories and other spaces within the ULST premises;
5. Responsible for the cleanliness and operation of the installations that provide utilities in the dormitories, laundry, library, rectory;
6. Keeps records of maintenance expenses: water, gas, electricity, per student and calculates the accommodation costs, proposing the accommodation rate for each category of students in accordance with the costs related to each student/place/room depending on the comfort of the dormitory where he lives;
7. Prepares reports for the supply of materials needed for current repairs. Makes proposals regarding the repair works needed during the summer for the dormitories

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- and the proposal for the equipment of the dormitories and the laundry (furniture, case armament, household appliances), etc.;
8. Performs and checks periodic FPE and SSM training for the personnel within the department, ensures the distribution of protective equipment;
 9. Proposes measures for the accommodated students who are in arrears with the dormitory management or have inappropriate behavior, which they submit to the Commission for student problems of ULST;
 10. Checks and monitors together with the Student League the fulfillment of the obligations regarding the protection and security of the students and the assets belonging to the university;
 11. Checks the fulfillment of the obligations assumed by the service provider regarding: sanitation, security and surveillance, internet, cable TV, bottled water distributor, etc.;
 12. Participates directly in the process of pre-booking and accommodation of undergraduate, master's and doctoral students and other social categories; participates as an active member in the Student Affairs Committee;
 13. Ensures the development of pre-arrangement, accommodation, liquidation processes in relation to the dormitories in optimal conditions;
 14. It intervenes, as appropriate, in the amicable resolution of various situations arising between students or students and university employees.
 15. Participates in carrying out the inventory of goods belonging to the university;
 16. Organizes and ensures cleaning in the university premises (rector's office, dormitories, library, laundry and around the dormitories);
 17. Checks the way of using the maintenance and cleaning materials for the spaces belonging to the university (rectorate, dormitories, library, laundry room and around the dormitories);
 18. Requests to reduce or supplement the quantities of maintenance and cleaning materials (rectorship, dormitories, library, laundry);
 19. Ensures obtaining and renewing legal operating authorizations (sanitary approvals for buildings under administration, Environmental Protection approvals).
 20. Ensures obtaining and keeping track of the special regime: receipts, student IDs, student cards, study documents, cargo and person waybills, etc.;
 21. Keeps records of subordinate personnel and prepares the collective monthly attendance sheet. Keeps records of vacations, overtime, etc.;
 22. Check the activity of university workshop workers who perform maintenance work on the premises they manage;
 23. Collaborates with the Technical Service and the General Administrative Directorate regarding the optimization of maintenance works, repairs in the managed spaces and their placement in a timely manner, so as not to disrupt the activity of students and employees;
 24. Orders and dispenses bottled still or mineral water as appropriate.