



MINISTRY OF NATIONAL EDUCATION
TRANSILVANIA UNIVERSITY OF BRAŞOV
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REGULATION

for the Organisation and Operation of Residence Halls

I, the undersigned Simona Gurtavenco, official translator authorized by the Romanian Ministry of Justice, registration no. 11062/2004, do certify the accuracy of this translation, the original document having been endorsed by me.



REGULATION

for the Organisation and Operation of Residence Halls

This Regulation establishes the organisation, administration and operation of residence halls. Its provisions were drafted in compliance with the following normative acts:

- Law no. 1/2011 with subsequent modifications and completions,
- *Transilvania* University Braşov Student's Code of Rights and Obligations,
- Charter of *Transilvania* University of Braşov.

Chapter 1. General dispositions

Art.1 Residence halls are units owned, administered and used by *Transilvania* University of Braşov, which provide students with living and study conditions. These units are open and operational throughout the academic year. They are under the supervision of an administrator



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(*Transilvania* University employee) and of the Residence Hall Board, whose members are annually elected from the students accommodated within.

Art.2 (1) An Accommodation Board shall be established for each Faculty, which is bound to analyze all accommodation applications, to draw up the lists with the students to be accommodated, in line with the approved criteria, and to forward these lists to the Vice-Rectorate for Students and Liaison with the Economic and Socio-Cultural Environment (ProSME) and to the Residence Hall Compartment, at least four days prior to initiating the accommodation.

(2) The Faculties may exchange residence hall-accommodation places, upon request, within 10 days from the start of the academic year.

(3) It is desirable for the kindred students to be accommodated in the same room or at least in the same residence hall. The exchange of accommodation places requires the approval of the Accommodation Boards afferent to the Faculties.

(4) The Faculties that do not cover the total number of accommodation places shall render available to the Council for Social-Student's Problems (Co-STUDENT), the vacant places, to be re-allotted according to the distribution algorithm agreed upon.

Chapter 2. Student distribution in residence halls

Art.3 *Transilvania* University of Braşov renders available accommodation places in its thirteen residence halls.

Art.4 The students of each Faculty shall be distributed in their residence-hall rooms exclusively by the Accommodation Board of the Faculty, which consists of the Vice-Dean for Students and Liaison with the Economic and Socio-Cultural Environment, the Secretary in Chief of the Faculty, and a few students, including at least one University Senate member.

Art.5 The Accommodation Board of the Faculties is active throughout the academic year and is bound to observe the general frame of this Regulation. Where the Faculty Accommodation Board cannot clearly process a student's application/ meet a request, the former will resort to Vice-Rectorate for Students and Liaison with the Economic and Socio-Cultural Environment.

Art.6 The accommodation places of the students in study or practical-placement mobility abroad within Erasmus – Socrates programmes, during the first semester of the academic year may be temporarily taken by students from the same Faculty, until the former return. The latter shall be notified that the accommodation period is of a single semester. If another accommodation place is vacant, the respective student will be re-accommodated therein. The accommodation places of the students in study or practical-placement mobility abroad within Erasmus – Socrates programmes during the second semester of the academic year cannot be taken by other students.

Art.7 The residence halls of *Transilvania* University of Braşov lodge the following student categories, at Bachelor's Degree, Master's Degree and PhD Programmes, in the following priority order:



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- a) international students benefiting from scholarship offered by the Romanian State and students included in international university mobility exchanges;
- b) students orphaned of both parents and students coming from orphanages or foster care;
- c) students whose incomes per family member are below the minimum income guaranteed by law;
- d) students in the records of the Student Health Centre, who attest with medical certificates endorsed by medical specialists, to be affected by the conditions stipulated in HG 558/1998, Appendix 2, art. 8, lett. c), namely: TBC, diabetes, malignancies, severe malabsorption syndromes, congenital heart diseases, chronic hepatitis, chronic renal impairment, epilepsy, glaucoma, immunological diseases, HIV infection or AIDS (not contagious), spondylosis, paralysis and other locomotor disabilities;
- e) Budgeted Romanian students from full-time Bachelor's Degree, Master's Degree and PhD Programmes, as well as international students not benefiting from scholarship, yet not on tuition fee, depending on the school situation (those who were accommodated in the residence hall the previous year and are on the pre-accommodation lists have priority);
- f) married students, upon availability of accommodation places;
- g) Romanian or international students on tuition fee;
- h) students who stand out by organisational and volunteering activities (members in student associations, students' representatives).

Art.8 Modalities to support the students non-eligible for residence halls

The students who live in other premises than the residence halls afferent to State Education Institutions are given the individual accommodation grant, under Law no. 524/2004, if they fulfil the following conditions:

- a) they attend full-time courses, on budgeted places, upon submission of the certificate issued by the Faculty;
- b) they submit a file containing the copy of the lease agreement for surfaces used as home, registered at the Public Finance Administration of Braşov county;
- c) they submit a copy of the identity card attesting their residence in the city of Braşov;
- d) they documentarily attest the monthly gross incomes, which do not exceed overall the minimum gross wage per economy;

Art.9 There are not eligible for receiving residence-hall accommodation place:

- a) students proved to have alienated the accommodation place;
- b) students sanctioned for having transgressed the provisions of this Regulation, the previous academic year;
- c) students who do not comply with the conditions stipulated at art. 16, lett. l);
- d) students who, on the closing date of the autumn's examination session (autumn's *first* re-examination session, not the second one! have over three remaining exams (two remaining exams beginning with the academic year 2014-2015);



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e) students who live in the city of Braşov and in the neighbouring localities (within 30 km) to the city of Braşov, according to the calculation method agreed upon at University level.

f) students who perpetrated criminal or even minor offences in the University premises or their adjoining areas.

Art.10 The accommodation place shall be personally taken by each student, upon submittal of identity document. At takeover, the lease agreement, its appendices and the tenancy contract for residence visa shall be filled in and signed.

Art.11 The distribution of the vacant places after the accommodation period, as well as the re-distribution of the places vacated during the academic year shall be made by the Residence-Hall Office, only upon written approval of the Accommodation Board of the afferent Faculty. The Faculty Accommodation Board alone is entitled to decide whether the place will be re-distributed to a student from another Faculty or its students have priority.

Art.12 The residence-hall administrators will monthly draw up a report towards the Residence-Hall Compartment, with the students who do not use the accommodation place assigned by the Faculty. The Faculty Accommodation Board suggests the Faculty Council the termination of the student's accommodation agreement unless (s)he complies with the conditions of this Regulation.

Art.13 The accommodation-related contestations are submitted to the Faculty Secretariats within 2 days from the display of the accommodation lists.

Chapter 3. Residents' rights and duties

Art.14 The students accommodated in University residence halls are entitled:

- a) to make suggestions and proposals to the residence-hall administration, Residence-Hall Compartment and University management, with a view to improving the living and study conditions in the residence hall;
- b) to participate in all actions organized within, regardless of their nature; to use the reading rooms, offices, sanitary groups and the other commonly-used spaces;
- c) to benefit from the Internet services provided in the residence hall;
- d) to use the facilities and common assets from the residence-hall inventory;
- e) to inform the administrator of any situation contrary to the provisions of this Regulation and to the decent cohabitation norms;
- f) to receive visits in the conditions stipulated by the present regulation.

Art.15 The students accommodated in University residence halls may receive visits under the following circumstances:

- a) During working days between 7:00 to 23:00, provided that the number of visiting hours should not disturb one's roommates;
- b) During weekends, the visits may be prolonged for a single visiting person, with the agreement of the administration and one's roommates, after 23:00. In this respect, the



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student shall submit a written application to the administration, which may deny the request where applicable;

c) The student who asks for one person's being lodged in the residence hall will pay at the University Cash Office, the equivalent value of the accommodation, under the conditions set by the Residence-Hall Compartment;

d) The student who receives the visit of other persons or brings other persons into the residence hall shall take responsibility for their behaviour and shall be liable for any transgression of the provisions of this Regulation, being personally sanctioned, as stipulated.

Art.16 The persons accommodated in the University residence-halls are bound:

a) to be aware of the duties incumbent upon them by contractual responsibility;

b) to participate in the residence-hall maintenance and to keep the cleanliness of all its spaces;

c) to decently behave and to collaborate with the competent structures, taking attitude against the misconduct deeds perpetrated in the residence hall;

d) to adequately use the inventory assets, the electrical systems and sanitary facilities;

e) to keep quiet, out of respect to the rest and study periods;

f) to keep one's room and the common spaces clean and tidy;

g) to urgently notify (over the phone) the campus police, the rapid intervention team (security), the specialized bodies (police, fire-fighters, ambulance) in case of emergency situations (conflicts, accidents, inundations, damage, criminal or minor offences, malfunction etc.).

h) to make general cleaning in the room upon leaving on holidays;

i) to fully return in good condition the inventory goods;

j) to notify the residence-hall administration of the transgression of the Regulation provisions;

k) to show the identity card and residence-hall card upon request of the staff authorized by the University management to inspect the residence hall, or upon request of the campus police;

l) to pay the residence-hall fee afferent to the current month, until the first day of the following month. Within 10 days after this payment term, penalties of 0,5% per day shall be levied. Beyond this deadline, the lease agreement shall be terminated. Special cases will be entrusted to Residence-Hall Compartment;

m) to ensure the rational use of the electric power, water and available materials;

n) to be materially liable for all losses and damage to the room, the assets in the room and commonly-used spaces. The material and disciplinary liability for the losses and deteriorations of the room assets is the culprit's; in the event of non-identification thereof, it is joint and several for all contract holders in the room;

Art.17 The persons accommodated in the University residence-halls are forbidden:

a) to disturb the peace and public order in residence halls and adjoining areas;

b) to trade with alcoholic beverages in residence halls and adjoining areas;



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- c) to carry out commercial activities;
- d) to practice gambling;
- e) to dispose of packages and household waste in spaces not designated to this end and around the residence hall; to degrade green spaces;
- f) to dispose of domestic waste within the residence hall;
- g) to introduce animals in the residence hall;
- h) to drink alcohol in the commonly-used spaces and adjoining areas, except during the events approved by the administration and police;
- i) to use the access path to the roof of the residence hall;
- j) to use improvised electrical appliances and gas cylinders;
- k) to prepare one's food in the rooms;
- l) to display posters and ads in spaces not designated to this end.

Art.18 In the event of non-compliance with the provisions of this Regulation, on a proposal from the residence-hall administration, the Residence-Hall Compartment shall apply, according to the seriousness of the transgressions, the following sanctions:

- a) Written notice;
- b) Exclusion from the residence hall for the current academic year;
- c) Definitive loss of the right to accommodation throughout one's studies.

The sanctions shall be communicated in writing to the student and Faculty management.

Art.19 Sanctioned students have the right to submit a contestation of the sanction-enforcing decision, within two days from the notification date, to the hierarchically superior body to the sanctioning one. The contestations shall be examined and settled within three days from their registration, with advice from the Council for Social-Student's Problems directed by the Vice-Rector for Students and Liaison with the Economic and Socio-Cultural Environment, from the Residence-Hall Administration, and upon hearing of the sanctioned student. The hearing of the culprit is compulsory.

Chapter 4. Residence-Hall Board

Art.20 For better collaboration between the students and the residence-hall administration, the afferent Faculty Management and the University Management, the students accommodated in the University residence-halls shall be represented by a Residence-Hall Board.

Art.21 The Residence-Hall Board consists of 5-7 members (residence-hall administrator and students: president, vice-president, heads of floors). It shall be constituted in the first month of each academic year. The administrator may fill the position of Residence-Hall Board member, but (s)he cannot fill the position of Residence-Hall Board president. The Board members choose their president and vice-president. The Residence-Hall Board Management and the University Management shall be liaised by a coordinating student (SC),



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appointed by the Vice-Rector for Students and Liaison with the Economic and Socio-Cultural Environment.

Art.22 The appointment of the student members in the Residence-Hall Board shall be endorsed by the Vice-Deans responsible for the students of the afferent Faculties and by the residence-board administrator. The student members must have been accommodated in the residence hall the previous years and not have transgressed the provisions of this Regulation.

Art.23 In order to view the access/ entrance to the residence halls, the commonly-used spaces and their adjoining areas, the Residence-Hall Board may resort to the CVCI system (Closed-Circuit Video Cameras). The CVCI system is administered by the residence-hall administrator and the Residence-Hall Board president.

Art.24 The Residence-Hall Board shall be operative only throughout the academic year of its constitution. The Residence-Hall Board members who do not fulfil their duties shall be removed from office.

Art.25 Role of the Residence-Hall Board:

a) It acts for ensuring order and silence in the residence hall; in the event the Residence-Hall Board proves unable to ensure order and silence in the residence hall, it will be replaced.

b) It acts for maintaining the cleanliness of the residence hall. The Residence-Hall Board is bound to act for identifying the students who do not comply with the requirements and to take the necessary steps.

c) It acts for ensuring the observance of the requirements for fire prevention. The Residence-Hall Board is bound to know the actual condition of each room and to act for ensuring the observance of the obligations stipulated in this Regulation.

d) It notifies the residence-hall administrator of the students' requests in terms of replenishment;

e) It proposes, together with the residence-hall administrator, the major repairs and fittings to buildings and facilities, the furniture repair and the replacement of the bedding components;

f) It prevents and mediates, to the extent of collegiality and smooth cohabitation, the conflicts that may arise between the students accommodated in the respective residence-hall;

g) It cooperates with police in the event of violence and damage;

h) Its members urgently notify the specialized security patrol of the campus, the specialized bodies (police, fire-fighters, ambulance), as well as the coordinating student (SC) of the emergency situations that might occur (conflicts, accidents, inundations, damage, criminal offences, minor offences, technical faults etc.). – In this respect, the mobile phone numbers of the rapid-intervention team, of the Campus Police Office and of the residence-hall administrator shall be displayed on each floor. .

i) The residence-hall administrators are directly responsible for the smooth operation of the video-surveillance system and of the card-based access system. They are bound to notify the University Technical Department, in the shortest time, of any fault in the aforementioned systems.

j) The coordinating student (SC) and the Residence-Hall Board presidents shall participate in the Co-STUDENT reunions, scheduled and announced by the Vice-Rectorate



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for Students and Liaison with the Economic and Socio-Cultural Environment, and shall liaise the Residence-Hall Board and the administrator.

Art.26 The Residence-Hall Board shall submit to the Vice-Rectorate for Students and Liaison with the Economic and Socio-Cultural Environment, the residence hall-fee reduction for the Board members.

Chapter 5. Final provisions

Art.27 During holidays, the regime of the residence halls shall be established by the Vice-Rectorate for Students and Liaison with the Economic and Socio-Cultural Environment, by the Coordinating Office Co-STUDENT. The students remaining therein during holidays shall pay in advance the accommodation fee. The accommodation fee during summertime shall be equal to a fee-paying student's.

Disciplinarily sanctioned students shall not be entitled to accommodation during summertime.

The graduates of the Master's Degree Programme may not benefit from accommodation in residence halls during summertime.

Sanctioned students during summertime shall lose their right to accommodation in University residence halls for the following academic year.

For holidays shorter than 8 calendar days, full accommodation fee shall be levied for the respective month, since the residence halls stay open.

Students supporting with documents a hospitalization longer than 15 calendar days shall be exempted from accommodation fee for the hospital stay.

Art.28 The first-year students enrolled in the academic year 2014 – 2015 who will accumulate unjustified absences for all first-semester subjects shall be excluded from the residence hall and shall no longer be eligible for accommodation throughout the studies, regardless of the Faculty.

Art.29 The Vice-Rectorate for Students and Liaison with the Economic and Socio-Cultural Environment, together with Co-STUDENT may fully or partially exempt certain categories of students from the payment of the residence-hall accommodation fee.

Art.30 The Residence-Hall Compartment is directly responsible for the management of the residence-hall patrimonies and for their adequate maintenance. Maintaining green areas, keeping the cleanliness around the residence halls, adequate disposal of garbage, ensuring residence hall security are likewise the responsibility of the Residence-Hall Compartment.

Art.31 The guestrooms may temporarily host teaching staff, students or other persons from Romanian or foreign higher-education institutions, who are visiting *Transilvania University of Braşov*, in the framework of collaborative actions, by order of the Vice-Rectorate for Students and Liaison with the Economic and Socio-Cultural Environment.

Art.32 This Regulation shall take effect from the date of its endorsement by the Senate of *Transilvania University of Braşov* and shall be brought to the attention of all concerned



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factors by its display and distribution to all compartments. Other provisions contrary to this Regulation are thereby repealed.

This Regulation was discussed and endorsed in the meeting of the Senate of Transilvania University of Braşov on September 11, 2013.

**President of University Senate,
Prof. Emil STOICA, PhD**

