



Regulation on the functioning of the dormitories of U.S.V. Iasi

This Regulation, drawn up in accordance with the National Education Law no. 1/2011 as subsequently amended and supplemented, Order of the Ministry of National Education no. 3130/5.02.2019 approving the Methodology for the allocation of budgetary funds for dormitory-canteen subsidies for higher education institutions in Romania, GD 407/1997 on the establishment of accommodation fees in school boarding homes and student hostels, Law 272/2004 on the protection and promotion of the rights of the child, republished, as subsequently amended and supplemented, Law 448/2006 on the protection and promotion of persons with disabilities, republished, as subsequently amended and supplemented, the Charter, the Internal Regulations of the USV Iasi and the Order of the Ministry of National Education 4020 of 7 April 2020 on the derogation from the legal provisions in the field of higher education, establishes the functioning of the dormitories on the campus of the "Ion Ionescu de la Brad" Iași University for Life Sciences, hereinafter referred to as USV Iasi.

CHAPTER I. GENERAL PROVISIONS

Art. 1.1. Student dormitories are buildings owned and managed by the university, in which living and study conditions are provided for the students of USV Iasi, registered to daytime courses, for the entire duration of the academic year.

During the holidays, the dormitories have the regime proposed by the Management Board of USV Iasi, in order to make the best use of them.

Art. 1.2. The dormitories are subordinated to the Management Board of U.S.V. Iasi.

Art. 1.3. The Management Board of USV Iasi coordinates and manages the activity in the student dormitories by:

- Pro-rector for Social Activities;
- Directorate-General for Administration;
- Dormitory committees;
- Dormitory administrators.

Art. 1.4. Each dormitory shall be managed by an employee of the U.S.V. Iasi, who shall be responsible for the management of its assets and shall have a collaborative relationship with each dormitory committee.

The administrator is the manager of the entire inventory and is responsible for organising and running the administration of the dormitory in the best possible conditions, with all that this entails.

Art. 1.5. The tasks of the dormitory committees shall be determined by the Pro-rector for Social Activities, in accordance with the provisions of these regulations and with the approval of the Management Board.

Art. 1.6. The fundamental principles for granting the right to accommodation are the student's performance in the academic activity of the previous year and the compliance with the rules of sharing the dormitory (except the first year).

CHAPTER II - ORGANISATION OF WORK IN DORMITORIES

Art. 2.1. Accommodation in the dormitories shall be provided at the beginning of each academic year, within the limit of available places, and during the year, by filling up the available places.

Art. 2.2 (1) Accommodation is provided by the University Administration and the Dormitory Committees, under the coordination of the Pro-rector for Social Activities, on the basis of the nominal lists received from the secretariats of the faculties, in descending order of means for full time students and credit points for students who graduated with at least 40 credits, in two stages, as follows:

(2) - the preliminary accommodation is carried out online. The online application form is completed by logging into your individual account on the ACADEMIS platform at the following address: <http://cazare.uaiasi.ro/>

(3) - the actual accommodation takes place at least four days before the start of the new academic year. The accommodation programme is posted at least one month before the start of the accommodation on the university website and the INFOMEDIA system.

(4) - First year students fill in the option for accommodation in the USV Iasi dormitories on the admission application form and will be informed electronically and in writing on how to register in the ACADEMIS platform. If first year students have not ticked the accommodation option on the application form and have not registered in the online platform, they lose their right to accommodation and will be granted the remaining unoccupied places.

(5) - Students from other years will fill in the online application form by logging into their individual account in ACADEMIS <http://cazare.uaiasi.ro/> until the end of the current academic year or according to the calendar approved by the Management Board of U. S. V. Iasi.

Art. 2.3. Students must comply with the schedule established for the online booking and accommodation.

Art. 2.4. The lists of students entitled to accommodation, the schedule and the procedure, as well as the list with the necessary documents will be posted in special places on the U. S. V. Iasi website, at least two days before the beginning of the accommodation process. Any appeals may be lodged with the accommodation committee within 24 hours of posting. The final decision in the case of appeals will be taken by the Prorectorate for Social Activity.

Art. 2.5. Priority for accommodation is given to the following categories of students: students with disabilities; students from children's homes; students who are children of participants to the Revolution of 1989; students orphaned of one or both parents; social cases (students who do not have a guaranteed minimum income; special cases for medical reasons); students with scholarships from the Romanian state, with or without scholarship; Erasmus⁺ students for years II-V who end their mobility after 10 July.

Art. 2.6. Students who fall into the categories set out in art. 2.14. and art. 2.15. shall submit scanned supporting documents to the online pre-accommodation platform and an original file containing the same documents to the dormitory administration as when they submitted their online pre-accommodation application form.

Art. 2.7. Scholarship students and students on their own account from abroad studying in U. S. V. Iasi, are provided with the services required in the accommodation rates paid, depending on the places available. These students have the same rights and obligations as the other students, as regards

the taking and use of inventory items, as well as compliance with the rules of good conduct in the dormitory, established by the Regulations of the U. S. V. Iași dormitories.

Art. 2.8. Students attending a second faculty may be accommodated in the dormitory only within the limit of the remaining places available.

Art. 2.9. Students excluded from U. S. V. Iasi dormitories and those who have received other sanctions in the previous year, students who are on the record of the University Police for misconduct and students who are in debt to the University for payment of tuition and/or dormitory fees will not be granted accommodation. Students who refuse the place assigned to them will lose their right to accommodation for the current academic year.

Art. 2.10. Students who in the previous academic year have made room improvements and wish to live in the same room, may request this on the online platform or in writing to the dormitory administrator during the online pre-accommodation period, provided they meet the accommodation criteria.

Art. 2.11. Students enrolled in the "Agronomia" University Sports Club as well as students who carry out other types of extracurricular activities recognized at U.S.V. Iasi for at least 2/3 of the established program, can benefit from free accommodation, in compliance with these Regulations.

Art. 2.12. The steps the student has to go through in order to receive accommodation are:

1. To fill in the online application form; and the accommodation request, submit it to the administration office together with supporting documents, for exceptional cases within the period set by the university management.
2. To check the existence on the nominal lists of students who have obtained accommodation rights and approval by the pro-rector responsible for student activities;
3. To appear to the administration office of the dormitory where he/she was assigned accommodation, as scheduled, for:
 - a. signing of the lease contract, in duplicate;
 - b. filling in the residence-related application form;
 - c. payment of the dormitory fee, as decided by the Management Board;
 - d. receiving of the dormitory card;
 - e. receiving the bedding;
 - f. receiving the room inventory, based on the handover-receipt protocol;
 - g. receiving the dormitory room key to copy and return it to the dormitory administration office within 3 days.
4. Upon accommodation students must present the following documents:
 - a. Identity document, original and a copy or a notarized power of attorney (if applicable);
 - b. 1 ¾ colour photo for the badge;
 - c. Epidemiologic notice issued by the family doctor or the student campus doctor, when applicable.

Art. 2.13. Students applying for free accommodation, as children of active teaching staff, according to art. 277 of the National Education Law no. 1/2011 shall submit to the dormitory administrator a file containing:

- a. a request for free accommodation, registered in the dormitory registry;
- b. a copy of the identity card;
- c. a copy of the birth certificate;
- d. an employee certificate of the parent working in education, endorsed by the County School Inspectorate/University Human Resources Department, in the month in which the application is submitted.

Art. 2.14. The accommodation fees will be approved annually by the Senate, on the proposal of the Management Board of the U. S. V. and posted on the University website.

Art. 2.15. The following categories of budgeted students are entitled to **free** admission to the dormitory:

- a. Romanian students, children of teaching and auxiliary teaching staff;
- b. Students orphaned by one or both parents;
- c. Students under special protection;
- d. Foreign students, holders of grants by the Romanian state, with or without scholarship;
- e. Students with disabilities.

Art. 2.16. The following categories of students benefit from a **50% discount** in the amount of the dormitory fee:

- a. fee-paying students whose parents are teachers or other education staff;
- b. students from the Republic of Moldova and Ukraine studying on a fee-paying basis
- c. students orphaned by one or both parents and studying on a fee-paying basis.

Art. 2.17. Student accommodation during the summer

During the students' summer break, some dormitories will operate as accommodation units. The Management Board of USV Iasi will determine which dormitory/dormitories will remain open during the summer period, and when they are open.

Accommodation will be at the rates approved by the Senate of the U.S.V. Iasi.

Students must submit an application with a student/doctoral certificate issued by the faculty/CSUD to the administration office of the dormitory where they live or, if they do not live in the dormitory, to the Social Services. All requests for accommodation for the summer period will be centralised and analysed by the Prorector for Social Work, after which the lists of those who will be accommodated will be posted at the Social Service and at the dormitories that remain open.

The application will contain the following documents:

- a. Sample application - available online on uaiasi.ro;
- b. Student ID;
- c. Supporting documents to substantiate the reason for needing the accommodation (this is a prioritisation criterion);
- d. Consent of the applicant to accept the living conditions generated by the upgrading, repair, sanitation, pest control and activities approved by the management of U.S.V. Iasi;

The following categories of students have priority for a place in the dormitories, in the following order:

- a. Students who carry out teaching and research activities during the summer holidays in the framework of projects run by U.S.V. Iasi or research centres;
- b. Students undertaking internships for the duration of the contract (internships recognised by the department/faculty/university and carried out on the basis of a contract between the student and the department/faculty/university, a copy of which will be attached to the application);
- c. Students who are on work placement during the contract period (this activity shall be proved by copies of the agreement or work placement contract attached to the application for accommodation)
- d. Students who are members of admission teams (only during the admission period, proof of membership of admission teams is provided by a certificate issued by the faculty concerned);
- e. Students who are members of the volunteer program run by U.S.V. Iasi or other committees that carry out activities beneficial to the university during the summer (who will prove their classification in the respective category on the basis of a certificate issued by the structure they belong to);
- f. Foreign students enrolled for full studies at U.S.V. or ERASMUS students;

CHAPTER III. RIGHTS OF STUDENT TENANTS

Art. 3.1. The students accommodated have the right to use the premises of the dormitory, the existing facilities and the goods of the dormitory inventory, in accordance with their purpose.

Art. 3.2 Students staying in the dormitory may visit their room between 7:00 a.m. and 10:00 p.m., after visitors have been identified and registered in the visitors' registry at the entrance to the dormitory. In special circumstances, first-degree relatives may remain in the room after 22:00 only after having been recorded in the visitors' registry at the main entrance of the dormitory and with the written consent of the dormitory administration.

Art. 3.3. Students in residence have the right to elect by freely expressed opinion a dormitory committee of students, headed by a president.

Art. 3.4. The students accommodated, through the President of the Students' Committee, may come up with proposals for improving the accommodation conditions in the dormitory and participate in the actions organized by the Dormitory Committee.

CHAPTER IV. OBLIGATIONS OF STUDENT TENANTS

Art. 4.1. The students accommodated are materially liable for damage to property in the rooms, or in the common areas of the dormitory, as well as for damage of any kind.

Art. 4.2. Students must clean their rooms, dispose of household waste in the specially arranged areas outside the dormitories, vacate the room in case of emergency (urgent repairs requiring vacating the room), and upon leaving for vacation, clean the room in general, return the goods received on the inventory in full and in proper condition, according to the minutes concluded. When leaving for the summer holidays, students are obliged to vacate and handover the room clean, in working order and in the condition in which they received it.

Art. 4.3. Students staying in the dormitory have the obligation:

- a. to respect the daily activity schedule and the internal rules set by the dormitory administration (dormitory committee and administrator);
- b. to present a civilized behavior and conduct and to cooperate with the administration of the dormitory, taking a stand against acts of indiscipline committed in the dormitory;
- c. to live in the room to which they have been assigned;
- d. to make proper use of the inventory, electrical, Internet and plumbing facilities provided;
- e. to keep the place quiet and clean, as necessary for rest and study;
- f. to refer any deviation from the provisions of these rules to the dormitory committee;
- g. to pay the dormitory fee, according to the lease contract, on the 15 - 25 of each month and to pay the financial obligations arising from any excesses (electricity, water, gas, utilities, etc.). Failure to pay the dormitory fee by the end of the current month will result in exclusion from the dormitory;
- h. to assist in the execution of routine repairs and maintenance work and to ensure the rational use of electricity, water, gas and materials provided;
- i. to be held financially liable for any loss or damage to the room, properties in the room and common areas;
- j. to have the study contract/addendum to the study contract concluded at the time of accommodation;
- k. to attend the compulsory teaching activity and to pay (where applicable) the tuition fee. Otherwise, students will be excluded from the dormitory;

- l. to accept moving to other rooms if necessary;
- m. to pay the re-accommodation fee if he/she has been excluded from the dormitory for non-payment of the dormitory fee.
- n. Students are directly responsible for the money and material goods left at random in the rooms/dormitory.
- o. To observe preventive measures to avoid possible infection with the COVID-19 coronavirus;
- p. To notify the campus physician and the dormitory administrator if found to have come into contact with a person infected with SARS COV-2;
- q. To strictly observe a social distance of at least 1.5 metres from any person.
- r. To abide by the rules of access of cars to the U.S.V. Iasi campus, in accordance with the Regulation on access and movement of vehicles and pedestrians on the premises of U.S.V. Iasi.

Art. 4.4. The following are prohibited in the dormitories of U.S.V. Iasi:

- a. disturbance of peace and order in the dormitory and its adjacent areas, by whatever means;
- b. students subletting the rented accommodation, giving up the accommodation they have been allocated or accommodating persons other than those assigned by the Dormitory Administration and the Dormitory Committee;
- c. organising parties in the dormitory and adjacent areas;
- d. locking rooms with devices other than those set by the dormitory administration;
- e. organising unauthorised points of sale of various products in the dormitory;
- f. gambling;
- g. failure to declare vacancies by unannounced departure of tenants and occupancy by fictitious persons;
- h. the introduction and use, without notifying the administration, of energy-consuming appliances and installations without separate and appropriate payment for consumption;
- i. access to the dormitory roof and fire escape;
- j. offering any kind of unjustified amount of money or making payments without receiving supporting documents (receipt or invoice);
- k. storing in living quarters of flammable substances, objects and any substances prohibited by law;
- l. preparing food in rooms, using stoves, electric cookers and gas cylinders, or in rooms other than those specially equipped for this purpose;
- m. throwing packaging or household waste around the fireplace;
- n. degrading the common areas or green areas around the dormitory;
- o. housing/maintaining pets in the dormitory;
- p. smoking, drinking alcoholic beverages, using illegal substances on campus, dorm or room;
- q. verbal and/or physical aggression towards fellow students and authorized law enforcement personnel, both on the dormitory and on campus;
- r. stealing material goods, money or other items belonging to tenants or in the inventory of the dormitory;
- s. introducing any stranger into the dormitory during emergency and alert states;
- t. other activities listed in *Annex 1* to this Regulation.

Art. 4.5. The student is obliged to hold the dormitory ID card at all times and to identify himself/herself at the request of the security staff, the teachers authorized by the dean offices, the dormitory committee, the staff authorized by U.S.V. Iasi and the police.

Art. 4.6. Students staying in the dormitory must behave in a civilised manner, not disturbing other residents of the dormitory and not disturbing the public peace.

Art. 4.7. In case of withdrawal or exclusion from the dormitory, students will be refunded the dormitory fees for the period they did not benefit from the accommodation services.

Art. 4.8. The persons accommodated in the dormitory shall be materially and administratively liable for any loss of or damage to the common and individual inventory, as well as for damage caused to common areas in the dormitory (offices, bathrooms, showers, toilets, reading rooms, hallways, balconies, etc.). If the perpetrator is not identified, all members of the room in question or using the common rooms are liable.

Art. 4.9. The detection and assessment of damage shall be made within 48 hours of its detection by the security and technical staff and shall be reported to the administrator and the dormitory committee, the Faculty Council Office, and the culprits shall repair the damage within 3 days.

Art. 4.10. Persons who destroy property of common and individual use, in addition to covering the damage caused, will be punished by double the amount of the damage caused, and persons who commit acts of indiscipline or do not fulfil their obligations will be punished according to the lease contract. The sums required to repair the damage will be collected through the university cashier's office or the administration of the dormitories.

Art. 4.11. Non-payment of debts or damages owed by the perpetrator or perpetrators of the damage caused by the destruction or damage of property in the dormitory or, as the case may be, of the share due to each tenant, if the perpetrator has not been identified, shall be sanctioned by exclusion from the dormitory and loss of accommodation for the following academic year.

Art. 4.12. Destruction or particularly serious damage, whether or not associated with anti-social behaviour, is punishable by the permanent loss of the right to accommodation in the university dormitories for the duration of the studies.

Art. 4.13. Until full payment of the compensation and amounts due to the administration office, debtors will not be admitted to the scheduled examinations, and in case of withdrawal from the faculty they will be denied the return of personal documents and the issue of certificates or other documents, until they provide proof of payment. In the event of non-payment of debts or damages, the dormitory administration will contact the legal office for legal action.

Art. 4.14. Students, doctoral students and foreign citizens enrolled in a form of education have the same rights and obligations as Romanian students.

Art. 4.15. Students who alienate their accommodation place or use their ID card to accommodate other people will be excluded from the dormitory and automatically lose the right to accommodation for the whole period of their studies.

Art. 4.16. Students who alienate their parking space or make it available to other persons in any form whatsoever, lose the right to accommodation and parking for the duration of such academic year.

CHAPTER V. SANCTIONS

Art. 5.1. The faculty management and the Pro-rector for Social Activities, the Dormitory Committee and the Dormitory Administration are responsible for the detection of violations of these regulations and the application of sanctions. If necessary, the police may be called in.

Art. 5.2. Penalties for infringements of this Regulation are:

- a. Written warning/notifying parents as appropriate;
- b. Exclusion from the dormitory for the current academic year;

- c. Exclusion from the dormitory for the current and next academic year;
- d. Exclusion from the dormitory for the entire period of schooling;
- e. Expulsion from college.

CHAPTER VI. ELECTION OF THE DORMITORY COMMITTEE

Art. 6.1. Only students of U. S. V. Iasi, staying in the dormitories, may be members of the dormitory committees.

Art. 6.2. (1). The dormitory president is elected once every two years, at the end of the first semester, and is validated by the Pro-rector for Social Activities.

(2). The dormitory president may be dismissed if he/she does not comply with the dormitory regulations, upon notification of the administration, the dormitory committee or the teacher authorised by the faculty, by the Vice-Chancellor for Social Activities;

Art. 6.3. The dormitory committee elected by the students will be validated and coordinated by the Pro-rector for Social Activities.

CHAPTER VII. DUTIES OF THE DORMITORY COMMITTEE

Art. 7.1. The dormitory committee has the following rights:

- a. to draw up, together with the dormitory administrator, the charts for pre-accommodation and accommodation for the period of an academic year and together with the teacher authorised by the faculty to validate or invalidate the files registered on the online platform;
- b. to propose to the Faculty Council or to the Prorectorate for Social Activities sanctions for students who do not comply with the dormitory regulations.

Art. 7.2. The dormitory committee has the following duties:

- a. to check that students applying for accommodation meet the accommodation criteria laid down in the regulations and carry out checks in the dormitory to detect any irregularities;
- b. to request the social and technical services, whenever necessary, to rectify faults;
- c. to strictly observe the hygiene and sanitary rules and those concerning the services provided by the staff employed in the dormitory and to notify the administration in case of non-compliance;
- d. to participate in the drawing up of lease contracts;
- e. to monitor compliance with all provisions of the dormitory rules.

CHAPTER VIII. DUTIES OF ADMINISTRATORS AND OTHER STAFF SUBORDINATE TO THE UNIVERSITY

Art. 8.1. The dormitory administrator has the following duties:

- a. to participate in the actual accommodation of students, under the conditions of these regulations;
- b. to draw up, sign and verify compliance with the lease contract;
- c. to hand over and receive, on the basis of minutes, the inventory of the students accommodated;
- d. to be responsible for the technical condition of the dormitory and ensure that repairs or repairs to faults are carried out in an operational manner;
- e. to control and direct the cleaning staff and verify the fulfilment of the duties of the dormitory security staff;
- f. to collect the dormitory fees within the period specified in the contract;

g. to determine guilt and quantify, together with the technical service, the damage caused by the students staying or visiting them;

h. to inform the Pro-rector for Student Activities of the misconduct observed;

i. to draw up and submit to the Pro-rector for Social Activities, at the end of each month, the list of students in arrears with their dormitory fees.

Art. 8.2. The dormitory manager has the following obligations:

a. not to accommodate, on their own initiative, persons other than those for whom the necessary approvals have been received; to detect illegal tenants and those who violate these regulations;

b. to promptly inform the Pro-rector for Student Activities of any breach of the accommodation rules or of the provisions of these regulations;

c. to make proposals for the improvement of the equipment, activity and life in the dormitory;

d. to be responsible for the entire management of the dormitory;

e. to be responsible, in accordance with the regulations in force, for matters of labour protection, fire prevention and fire-fighting;

f. to check the inventory and condition of the rooms, together with a representative of the dormitory committee or the security guard.

Art. 8.3. The cleaning staff shall have the following general duties:

a. to ensure the cleanliness of the common areas of the dormitories and adjacent areas, in accordance with the responsibilities assigned;

b. to inform the dormitory manager of any irregularities found;

c. to exercise their duties in a decent manner in their relations with the students accommodated.

Art. 8.4. The security service shall be provided by a specialised security firm.

(1). The main duties of security staff are:

a. to know and apply the provisions of this Regulation;

b. not to leave the place where the service is performed during the service;

c. to direct anyone who asks for information about the dormitories to the dormitory administration;

d. to identify all persons entering the dormitory and to enter in the visitors' registry those who are not accommodated in the dormitory;

e. to record in the minutes book any material property of the dormitory removed from the dormitory for which there is prior approval;

f. to record in the custody record book any special findings during duty;

g. to ensure the safe use of electricity, water, gas and other consumables in the dormitory;

h. to inform the administration (administrator and dormitory committee) of any problems observed during the service;

i. to perform administrative tasks requested by the dormitory administration in accordance with the job description;

j. to ensure the safe transfer of the administrator when he/she requests assistance to the University's cashier;

k. not to allow the press access to the University campus unless approved by the University management;

- l. not to allow access to people asking for fundraising, distribution of promotional materials, marketing of products without the approval of the U.S.V. Iasi management and in the presence of a member of the dormitory committee;
 - m. not to disclose information to strangers about students staying on campus.
- (2). These obligations shall be supplemented by those in accordance with their duties and the authorisation issued by the police authorities.

CHAPTER IX. FINAL PROVISIONS

Art. 9.1. The Prorectorate for Social Activities, the General Administrative Directorate of the University, the Social Service, the Faculty Councils and the Dormitory Committees are responsible for the application of these regulations.

This Regulation on the functioning of student dormitories was examined and approved in the ordinary meeting of the Senate of U.S.V. Iasi on 22 October 2021.

PRESIDENT OF THE SENATE,

PhD. Univ. Prof. Vasile VÎNTU



R E C T O R,

PhD. Univ. Prof. Gerard JITĂREANU



Prohibited activities in the *usv iasi* network

- Unauthorised commercial activities;
- Massive information trafficking or trafficking of information of a frivolous, obscene and pornographic nature;
 - Using access rights to resources for which they are not authorised;
 - Deleting or altering other users' data;
 - Attempts to discover and use other users' passwords;
 - Creation or use of software tools designed to break into computer security systems;
 - Deliberately causing hardware and software failures;
 - Disruption of traffic on the *usv iasi* network;
 - Non-academic traffic generation;
 - Transfers of material in breach of copyright laws (pirated software, films, music, etc.);
 - Spam generation;
 - Online games;
 - Flood (whatever its nature), e.g. ping flood;
 - Spread of viruses, Trojans, worms, spyware or other applications;
 - Use of key-logging applications;
 - Change the MAC address of the network adapter;
 - IP and DNS settings other than "Obtain an IP/DNS address automatically";
 - Use of programs for network scanning, exploits;
 - Tunnelling;
 - Transmission of commercial messages;
 - Commercial advertising;
 - Use of unlicensed software on computers in *usv iasi* or connected to the *usv iasi* network.

I, **Ciublan Cristina Manuela**, French and English sworn translator and interpreter, based on the Licence no. 5464 of 27.07.2010, issued by the Romanian Ministry of Justice, hereby certify the exactness of the translation from Romanian into English, the text presented to me was translated completely, without omissions and, once translated, the document has not borne any change of its content and sense.

SWORN TRANSLATOR AND INTERPRETER,
Ciublan Cristina Manuela
(SIGNATURE AND SEAL)

