



ADMINISTRATIVE COUNCIL
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No. 5 255 / 10.05.2022

DECISION

on the *Standard Operating Procedure for the Accommodation of Ukrainian Refugees in UBB Residence Halls*

Considering Decision No. 2234/07.03.2022,
The Administrative Council of Babeş-Bolyai University, following the electronic vote cast on 10 May 2022,

DECIDES:

The Standard Operating Procedure for the Accommodation of Ukrainian Refugees in UBB Residence Halls is hereby approved as attached hereto.

RECTOR,
Professor Daniel DAVID, PhD

<p>BABEȘ-BOLYAI UNIVERSITY CLUJ-NAPOCA</p> <p>Social Service</p>	<p>The <i>Standard Operating Procedure for the Accommodation of Ukrainian Refugees in UBB Residence Halls</i></p>	<p>PO 022 1st Edition <u>No. of copies</u> Revision <u>No. of copies</u> <u>Page</u> <u>Copy 01.</u></p>
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Addendum to Administrative Council
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1. List of persons responsible for drafting, reviewing and approving the edition or, as applicable, the revision of the Standard Operating Procedure edition

	Related information	Last name and first name	Position	Date	Signature
0	1	2	3	4	5
1.1	Drafted	Monica Trif	Secretary	12/04/2022	
1.2	Drafted Verified	Monica Ghiolțan	Head of Social Services	14/04/2022	
1.3	Approved	Associate professor Alexandra Muțiu, PhD	President of the of the SCIM Implementation Monitoring Committee		

2. Status of editions and revisions for the Standard Operating Procedure editions

	Edition or, as applicable, revision of edition	Revised segment	Mode of revision	Starting date from which the provisions of the edition or revision of the edition apply
0	1	2	3	4
2.1	Edition 01			

List of Standard Operating Procedure edition or, as applicable, revision recipients

	Purpose of dissemination	No. of copies	Sector	Position	Last name First name	Date of receipt	Signature
0	1	2	3	4	5	6	7
3.1	Implementation, record keeping, archiving	1	Social Service	Patrimony manager Secretary	Social Service Staff		
3.2	Information	1	Social Service	Patrimony manager Secretary	Social Service Staff		

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Purpose

Providing accommodation for Ukrainian refugees.

Premise

Assisting refugees from Ukraine by providing accommodation in UBB residence halls.

Proceedings

Course of action	Action
Patrimony Manager/ Secretary	<ol style="list-style-type: none"> 1. Receives accommodation applications from the GAD management and complies with the accompanying resolutions when allocating accommodation: approved/rejected, cost-free/chargeable accommodation, the residence hall where the applicant is to stay (if specified) and the period of accommodation. The term of accommodation initially approved is limited to a maximum of 90 days. At the end of this period all applications for extensions will be considered on a case-by-case basis. 2. Files applications in the Social Service reception register as well as an identity document of the person to be accommodated (passport/ residence permit). 3. Allocates accommodation places, considering the following: <ul style="list-style-type: none"> • If the successful applicant has a passport with a visa issued on arrival in Romania, they allocate the accommodation place in one of the student residence halls in Cluj-Napoca, UBB Branches or UBB Reșita UC depending on the location where accommodation is sought.

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	<ul style="list-style-type: none"> • If the successful applicant holds a temporary residence permit in Romania, they allocate the accommodation place in one of the student residence halls in Cluj-Napoca, UBB Branches or UBB Reșița UC depending on the location where accommodation is sought. For people who hold a residence permit in Romania and have signed an employment/ work contract or any type of collaboration (teaching courses/ seminars/laboratories/research etc.) with UBB, accommodation can also be allocated in the A4 residence hall on Campus Hașdeu or Juventus residence hall in the Iuliu Hațieganu Sports Park on the places reserved for UBB employees (subject to availability). • If the applicant holds a visa and obtains the status of a foreign student studying at UBB, they will be allocated an accommodation place according to the accommodation allocation scheme managed by the Centre for International Cooperation. <ol style="list-style-type: none"> 4. Forwards approved accommodation applications to the residence hall administrators corresponding to the residence hall where the accommodation has been allocated and ensures that the GAD management resolution is complied with. 5. Files and archives accommodation applications and stores the applications and attached documents submitted to the residence hall administration in electronic form.
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Patrimony Manager (residence hall administrator)	<p>6. Receives successful accommodation applications. Fills in a table with the personal data of the person to be accommodated (last name, first name, country of origin, country they come from, passport details, date of visa issuance/ residence permit number, validity period, check-in date and check-out date), prepares a tenancy agreement for the accommodation allocated and registers the person in the computer application. If the person accommodated in the residence hall does not hold a temporary residence permit in Romania and wishes to stay in the country for a period longer than 90 days, the residence hall administrator will refer them to MAI (Ministry of Internal Affairs and Immigration) to obtain a permit (the 90-day visa is considered a tourist visa).</p> <p>7. Arranges the actual accommodation of the applicants, signs the tenancy agreement in two copies, issues the residence hall pass and makes the room and room inventory available.</p> <p>8. Ensures that bed linen is changed weekly in the rooms of the accommodated persons.</p> <p>9. When the lodgers check out of the residence hall, takes over the room and the room inventory as it was handed over.</p> <p>10. Forwards to the Social Services the complete table with the data of the refugees accommodated/discharged.</p> <p>11. Keeps records and gives notice, 10 days in advance, to the lodgers who are nearing the expiry of the approved 90-day accommodation period in order to submit a new application for accommodation if they wish to remain accommodated in the residence hall.</p> <p>Ensures that the accommodated refugees do not exceed the</p>
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legal period of residence in Romania by checking the documents provided upon accommodation (passport visa, validity of residence permit). Informs the persons accommodated, 30 days before the expiry of the validity period of their residence permit in Romania, of the possibility to obtain their legal documents in Romania by contacting the MAI General Inspectorate for Immigration.

13. Informs the UBB Social Service/ GAD of any unexpected situations occurring during the stay of these persons.

14. Files and archives accommodation applications and a copy of the tenancy agreement and related addenda.

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All the documents created in the Residence Hall Fees software may be accessed using this application as needed without requiring any other electronic archiving.

Addenda:

Decision no. 2234 / 07.03.2022.