



## FRAMEWORK REGULATION ON ACCOMMODATION IN STUDENT RESIDENCE HALLS

- approved by Babeş-Bolyai University Senate Decision no. 10218/10.06.2019 -
- amended and republished based on Senate Decision no. 8322/22.06.2020 -

### Chapter I. General Provisions

**Art. 1.** Student residence halls are accommodation units owned, managed and used by Babeş-Bolyai University, which provide accommodation and study spaces for students. They are open for the duration of the entire academic year.

**Art. 2.** Accommodation in student residence halls is available at the beginning of each academic year on the basis of a written application, submitted to the secretariat of each faculty, or an online application.

**Art. 3.** The distribution of accommodation by faculties is approved by the University Accommodation Committee at the proposal of the General Administrative Directorate of the University and the students' prefect, in accordance with the regulations in force and taking into consideration the number of students with permanent residence outside Cluj-Napoca, as communicated by the faculties.

**Art. 4.** The allocation of accommodation places by faculties is determined by:

- 1) accommodation available, i.e. the number of accommodation beds available in each residence hall;
- 2) tuition fees for state funded full-time students, undergraduate and master's degree programmes, foreign students, Romanian state scholarship recipients and full-time doctoral students. This information will be reported annually, by the end of May, to the General Administrative Directorate of UBB - Social Service - by each Faculty/Institute for Doctoral Studies;
- 3) the number of foreign students studying through SOCRATES/ERASMUS, CEEPUS programmes as well as various inter-university and intergovernmental agreements. This information will be reported annually, by the end of May, to the General Administrative Directorate of UBB - Social Service - by the UBB Centre for International Cooperation;
- 4) the number of student senators and chancellors who will be provided housing in the residence hall. The students' prefect will report the number of these students as well as the residence hall of their choice, annually, by the end of May, to the General Administrative Directorate of UBB - Social Service -;
- 5) the number of students who fall under the medical criteria/ students orphaned by both parents and students from orphanage or foster care;
- 6) places allocated to students admitted to the Student College of Academic Performance.

**Art. 5.** 1) At the faculty level, an Accommodation Committee is established which is responsible for considering all the applications for accommodation; compiling lists of students who

will be provided with accommodation according to the accommodation criteria; submitting the lists to the General Administrative Directorate - Social Services - at least two days before the accommodation process starts.

Faculties may swap residence hall accommodation depending on the number of applications, subject to availability, within 15 calendar days of the start of the academic year.

If a faculty is unable to fill the total number of accommodation places it is allocated, it will submit the remaining available places to the General Administrative Directorate for reallocation to the other faculties according to the algorithm used for the allocation of accommodation places by faculty.

Students from other universities will be able to obtain accommodation in UBB residence halls based on agreements signed between the universities, which provide for reciprocal and countervailing accommodation arrangements.

## **Chapter II. Distribution of accommodation in residence halls**

### **A. Criteria**

**Art. 6.** 1) The main criterion for the allocation of student accommodation is the student's performance in their academic activity and is defined by the previous year's overall average score.

2) First year students will be allocated accommodation based on the entrance exam average score.

3) Faculties may establish additional criteria for the allocation of accommodation, in agreement with the Faculty Accommodation Committee, in compliance with this Regulation.

4) Faculties will establish criteria for the repartition of accommodation allocated to doctoral students.

5) The additional criteria for the allocation of accommodation referred to in paragraphs 3 and 4 shall be submitted together with the final accommodation lists to the General Administrative Directorate.

### **B. Categories**

**Art. 7.** Accommodation is available in student residence halls for:

1) Full-time state funded students who do not have their permanent residence within 20 km of Cluj-Napoca, for a maximum duration of 3 years/4 years - undergraduate programme, 2 years - Master's degree programme and 3 years for the doctoral programme, respectively;

2) Teachers (tenured teaching assistants) and other categories of employees who do not have their permanent residence within 20 km of Cluj-Napoca, for a maximum of 4 years, subject to availability;

3) Married students, provided both spouses are students. Married students will be provided with accommodation at the faculty where the husband is a registered student. If the wife is not studying at the same faculty as the husband, then the faculty or university where the wife is studying will provide the husband's faculty with accommodation (subject to an agreement signed between the universities) - Article 5, point 4;

- 4) Students orphaned by both parents and students coming from orphanages or foster care;
- 5) Students with marked and severe functional limitations;
- 6) Foreign students studying through SOCRATES/ERASMUS, CEEPUS programmes as well as various inter-university and intergovernmental agreements;
- 7) International students who are studying on a budgeted basis (with or without a scholarship);
- 8) Students who are members of the University Sports Club subject to availability of places;
- 9) Tuition paying, full-time students who do not have a permanent residence within 20 km of Cluj-Napoca, subject to availability;
- 10) Independent students pursuing studies in foreign currency or non-foreign currency, subject to availability.

**Art. 8.** The priorities for student accommodation are as follows:

- a) Students orphaned by both parents and students coming from orphanages or foster care;
- b) Students with marked and severe functional limitations, according to Law no. 448/2006;
- c) Student families (both spouses are students);
- d) Unmarried students who have dependent children and are living with them;
- e) International full-time students and doctoral students, Romanian state scholarship recipients;
- f) Students nominated by the Admissions Committee to the Student College of Academic Performance.

**Art. 9.** 1) The remaining places after the priorities indicated in Article 8 have been met will be distributed to the other categories of students eligible for accommodation as follows:

- a) 90% of places according to the previous academic year' average score;
- b) 10% of places according to the social and medical criteria. The Faculty Accommodation Committee will allocate this percentage to students who submit a social/medical case for consideration, depending on the number of applications submitted.
- c) The social criterion applies to students whose families do not earn an average net monthly income per family member higher than the minimum wage in the three consecutive months preceding the application. Statements of income from the parents or legal guardians of the student applying for accommodation, as well as supporting documents/proof/pension vouchers from the legal guardians for the respective three months, statement of income from the use of agricultural land and, where applicable, certificates from the educational institution where the siblings are attending school, court decisions, birth certificates of pre-school siblings, death certificates of the legal guardians, marriage certificates shall be provided/ enclosed with the accommodation application.
- d) The *medical criterion* applies to students affected by the diseases listed in the GD 558/1998, addendum 2, paragraph 8, letter c and who have completed in the previous academic year at least 40 credits (excluding credits related to the pedagogical module). The conditions considered in the Medical criterion are: TB (students who are under the care of

medical units), diabetes, malignant diseases, severe malabsorption syndromes, chronic renal failure, asthma, epilepsy, congenital heart disease, chronic hepatitis, glaucoma, severe myopia, immunological diseases, HIV infections, AIDS, ankylosing spondylitis or rheumatic fever, cirrhosis of the liver, leukaemia, lymphomas and thalasseмии, multiple sclerosis, peptic ulcer disease.

e) It is recommended that if two students from the University, from different faculties or from the same faculty, are siblings and both are eligible for accommodation, they should be accommodated in the same residence hall/room when so requested. This is subject to the approval of the accommodation committees of the respective faculties.

**Art. 10.** Accommodation will not be provided for students who:

- a) have alienated their accommodation;
- b) have engaged in misconduct, breached their obligations under the tenancy agreement and have been penalised during the previous academic year;
- c) are over 60 days in arrears with their accommodation fees.

**Art. 11.** The residence hall administration committees and the residence hall administrators will compile a list of students who have committed breaches of the tenancy agreement, which will then be submitted to the UBB Social Service and the faculties by 1 September at the latest.

### **C. Residence hall accommodation**

**Art. 12.** 1) The accommodation of students in the residence hall is handled by the residence hall administrator and the Residence Hall Accommodation Committee according to the lists submitted by the faculties, by the 15th calendar day, calculated from the beginning of the academic year. From the 16th calendar day after the start of the academic year, accommodation applications will be processed by the UBB General Administrative Directorate through the Social Service.

2) Accommodation for students who are senators and chancellors will be provided according to the list approved by the Students' Prefect, in compliance with this Regulation.

3) Accommodation for the places allocated to the University Sports Club will be based on the nominal list for each sports category, as approved by the management of the University Sports Club and the General Administrative Directorate.

**Art. 13.** The lists of eligible persons are posted at each faculty nine calendar days prior to the start of the academic year and may be appealed no later than two days after posting, with a response to appeals being provided within 24 hours of the end of the appeals submission period.

**Art. 14.** 1) The actual accommodation of students in the residence hall is done by the residence hall administrator and the Residence Hall Accommodation Committee no later than three days prior to the beginning of the academic year, as provided for in this Regulation. The activity of providing accommodation will be monitored by the University Accommodation Committee.

2) In order to organise the lodging process, the residence hall Accommodation Committee will be on site at least three days before the actual start of the lodging process.

#### **D. Accommodation schedule**

**Art. 15.** Students are placed in residence halls during the three (3) days prior to the beginning of the academic year, depending on the year of study:

I. Day one of accommodation - first year students are provided with accommodation;

II. Day two of accommodation - second and third year students;

III. Day three of accommodation - fourth year, master's and first to third year students who have not been able to arrive on the scheduled days.

For the redistribution period, the year of study is not taken into consideration.

#### **E. Stages of accommodation - Documents provided**

**Art. 16.** Accommodation of students in residence halls implies:

a) Submission of the following documents:

- Identity document or passport;
- Copy of the identity document or passport;
- Certificate confirming one parent is a teacher (if applicable);
- Certificate of disability for the applicants concerned;
- A 3X4 cm photo.

b) Signing the tenancy agreement between Babeş-Bolyai University and the student;

c) Payment of the accommodation fee for that month;

d) Receipt of residence hall ID card;

e) Completion of the room inventory according to the individual and collective delivery-receipt protocol.

#### **F. Summer accommodation in residence halls**

**Art. 17.** During the summer vacation for students, a few residence halls will operate as accommodation units. The UBB General Administrative Directorate will establish which residence halls stay open during the summer period, and the period they stay open, respectively. Accommodation will be provided in accordance with the fees approved by the Babeş-Bolyai University Senate.

**Art. 18.**

1) The accommodation will be available at the rates applicable during the academic year for teaching staff, doctoral, master's and undergraduate students and other university employees. The lists of recipients will be posted using the online communication systems operated by CSUBB.

2) In order to be eligible for accommodation at the rates applicable for the academic year, students must submit the following documents via an online form processed by CSUBB:

- a) Application form - available online;
- b) Student/doctoral student's identity document or certificate;
- c) Supporting documents to justify the need for the accommodation (required for filtering the applicants);
- d) The applicant's consent to the conditions of accommodation generated by the work of renovation, repair, decontamination, pest control and activities approved by the Babeş-Bolyai University management.

3) The prioritisation of students applying for summer accommodation in UBB residence halls will be done according to the classification of applicants in the

following categories:

1. students who participate in summer training programmes as part of the mandatory training discipline in the curriculum of the specialisation being studied (this activity is attested by copies of the training agreement submitted with the application for accommodation);
  2. students conducting teaching and/or research activities during the summer vacation within the framework of university projects, faculties or UBB research centres (certificates issued by the respective structures must be enclosed in order to prove that they qualify in this category);
  3. foreign students pursuing full-time studies at UBB, whose degree programme requires them to be present in Cluj-Napoca during the summer for teaching activities (certificates issued by the faculties where they study must be enclosed in order to prove that they fall into this category, by explicitly listing the activities in question);
  4. students carrying out traineeships or working during the summer (copies of the traineeship/employment agreements must be enclosed);
  5. students who are members of the admission panels (only during the admission period, proof of membership in the admission panels is provided by a certificate issued by the faculty in question);
  6. students who are members of the UBB Residence Halls and Cafeterias Management Committee or other committees that carry out activities to the benefit of the university during the summer (proof of membership must be provided by means of a certificate issued by the relevant structure);
  7. students who carry out volunteering activities which require their presence in Cluj-Napoca during the summer, within UBB or within associations listed in the UBB NGO Directory (proof of eligibility must be provided by submitting a certificate issued by the UBB volunteering coordinator or by the legal representative of the association).
- 4) The ranking of applicants according to the criteria listed in Art. 18 para. (3), the compilation of the list of successful applicants and the processing and resolution of appeals is carried out by the committee referred to in Article 21.

**Art. 19.** Accommodation at summer rates (per month/day) is also available to other persons requesting accommodation during the summer vacation by submitting an application approved by the General Administrative Directorate.

### **Chapter III. Accommodation fees**

**Art. 20.** 1) Accommodation fees are approved by the Babeş-Bolyai University Senate on an annual basis.

2) The following categories are eligible for free accommodation:

- a) students orphaned by both parents and students coming from orphanages or foster care;
- b) international students and doctoral students who are Romanian state scholarship recipients and are accommodated in residence halls 1-6 and 16;
- c) students (undergraduate and master's level) who are children of active teaching staff; accommodated in residence halls 1-6 and 16;

- d) students/employees of the Babeş-Bolyai University Communications Centre, who manage the operation and maintenance of the internet communication system, subject to the approved number of places;
  - e) CEEPUS scholars; other international students studying under inter-university or intergovernmental agreements providing for free accommodation.
- 3) A 50% discount is available to:
- a) international doctoral students and students receiving scholarships from the Romanian state or with intergovernmental, inter-university agreements, accommodated in residence halls 14, 17, A1-A4, Economica I, Economica II, Sport XXI, Theology I;
  - b) Romanian students, children of active teaching staff, accommodated in residence halls 14, 17, A1-A4, Economica I, Economica II, Sport XXI, Theology I;
  - c) students with marked and severe functional limitations, upon request, according to Law no. 448/2006.
- 4) A 75% discount is available to:
- a) student representatives (prefect, deputy prefect, senator, chancellor); student members of national and international representative bodies, based on lists approved by the Prefect of Students;
  - b) students admitted to the Student College of Academic Performance.

#### **Chapter IV. Accommodation committees and their responsibilities**

**Art. 21.** The university accommodation committee is formed by:

- a) Vice-Rector responsible for student affairs - Chair;
- b) General Director;
- c) Head of Social Services;
- d) Prefect of Students.

**Art. 22.** 1) The faculty accommodation committee is formed by:

- a) Dean or Vice-Dean for Student Affairs - Chair;
- b) Chief Secretary;
- c) Students' Chancellor;
- d) Student Senator(s);
- e) one student member of the Faculty Council.

2) Other teachers and students may join the committee upon proposal of the committee members.

**Art. 23.** 1) The Faculty Accommodation Committees have the following responsibilities:

- a) to select the students who receive the accommodation places allocated to the faculty under this Regulation;
- b) to allocate accommodation only to students who are not listed in the table forwarded by the General Administrative Directorate - Social Service - and CACCSUBB, which contains the names of students who have repeatedly or seriously violated the provisions of the Regulations in force.

2) The lists of students who have been allocated accommodation will be signed by the Faculty Accommodation Committee.

- Art. 24.** 1) The accommodation committee per residence hall comprises a minimum of 5 members in residence halls 1-6, 17, Economica I, A1-A2, A3-A4, respectively a minimum of 7 members in residence halls 14, 16, Economica II, Sport XXI, Theology I;
- 2) Members of the residence hall accommodation committee are appointed by the Deans of the faculties, on the proposal of the student chancellors or senators.
- 3) The Residence Hall Accommodation Committee is in office from the first day of accommodation until the 15th day of the academic year.

#### **Chapter V. Other provisions**

**Art. 25.** Students accommodated in residence halls who participate in international exchanges and student mobility under University agreements will be required to pay the residence hall rent for each month for the duration of their leave abroad, unless they waive their accommodation during their stay.

**Art. 26.** Activities providing services for students may be organised in the residence halls on a contractual basis with the University, provided that the accommodation spaces are not affected. The renting is made with the approval of the Vice-Rector in charge of student affairs, the General Administrative Directorate of the University and the Residence Hall Administration Committee, according to the legal regulations in force.

#### **Chapter VI. Penalties imposed**

**Art. 27.** 1) For non-compliance with the provisions of this Regulation, the following penalties are applicable, depending on the offence:

- a) Verbal reprimand;
- b) Written warning;
- c) Removal from the residence hall for a period of one semester to one year;
- d) Permanent exclusion from the residence hall for the duration of studies.

2) Penalties assigned according to points (a) and (b) will be carried out by the residence hall administrator and the residence hall management committee.

3) Penalties provided for in letter c) will be applied at the proposal of the residence hall committee with the knowledge of the Social Service and the accommodation committee of the faculty where the student is enrolled; the penalties provided for in letter d) will be enforced, at the proposal of the Babeş-Bolyai University Social Service, of the accommodation committee or of the Residence Hall Administration Committee with the approval of the officer in charge on campus, by the Dean of the faculty where the student who has committed the misconduct is enrolled.

4) Penalties may also be administered to student members of the Residence Hall Administration Committees for failure to comply with the obligations set out in this Regulation.

**Art. 28.** 1) The decision to apply a penalty shall be made within three days of ascertaining the misconduct and the identification of the culprit, and shall enter into force when the penalty becomes effective.

2) The person in question must be summoned for a hearing.

3) The decision will be communicated to the penalised party, and the penalty will be filed in the student's records.



4) Students who alienate their accommodation or use their own ID card to accommodate other people will be banned from the residence halls and will automatically lose the accommodation right throughout their studies.

**Art. 29.** Students who have been penalised have the right to appeal against the decision, within two days from the date of receiving notification of the decision, to the hierarchical authority above the one that penalised them. The appeals submitted by the penalised party shall be answered within three days of their submission, after hearing the CACCSUBB, the residence hall administrator, and the penalised party.

### **Final provisions**

**Art. 30.** The tenancy agreement enclosed in Addendum 1 is an integral part of this Regulation.

**Art. 31.** This Regulation shall come into effect on the date of its adoption by the Babeş-Bolyai University of Cluj-Napoca Senate.

**President**

Professor Florin Streteanu, PhD



## Addendum 1

### Summer accommodation

To the  
Social Service of Babeş-Bolyai University

I, the undersigned, \_\_\_\_\_, student at the Faculty of  
\_\_\_\_\_

year \_\_\_\_\_ hereby apply for accommodation in Residence hall \_ between  
.....-.....

Reason: \_\_\_\_\_

Please understand that I agree/disagree to stay in a different residence hall than  
the one I have selected (please circle the preferred option).

Last name and first name:

Signature:

Date:

I am aware that during the summer break, the residence hall(s) I have opted for  
is/are undergoing maintenance, renovation, and sanitation works, that the noise  
level will be high, that I must allow maintenance staff and committee members  
access to the room, that access to the rooms may be hampered by  
equipment/tools/materials needed for the renovation, and that my accommodation  
during this period may be affected by shortage of utilities (water/gas/electricity) for  
several hours/days.

Last name and

first name:

Signature:

Date: