



REGULATION ON THE ORGANISATION AND OPERATION OF STUDENT RESIDENCE HALLS

PREAMBLE

Student accommodation and the addressing of student welfare issues is a priority concern of the University's Administrative Council and student representatives on Faculty Councils and the University Senate. The Babeş-Bolyai University (UBB) Senate provides the following guidelines for the accommodation of students:

1. The decentralisation of accommodation and the coordination of residence hall operations by faculties.
2. Establishment of student bodies (residence hall committees, councils, etc.) mainly composed of student representatives in the Senate and Faculty Councils, intended to ensure the operation of student residence halls.
3. The maintenance, financial and material management of the residence halls is the responsibility of the General Administrative Directorate of the University (through specialised services), in agreement with the students' representatives. Social Services, student members of the University Senate and student chancellors ensure the supervision of the maintenance and operation of the residence halls, the compliance with the rules approved by the University Senate and the residence hall regulations.
4. The distribution of students in the University residence halls is done proportionally to the percentage of the state-funded residence hall students of the respective faculties, in an equitable way, by type of accommodation (according to the Framework Regulation on accommodation in student residence halls).

Chapter I. General Provisions

Art. 1. The residence hall is a University unit designed to provide housing and study facilities for students.

Art. 2. Student representatives in the Senate and Faculty Councils may attend all activities related to the organisation and operation of student residence halls.

Art. 3. Student representatives and student members in student organisations at residence hall level are responsible for coordinating the activities in the residence halls and cafeterias and participate in the decision-making and implementation process.



Art. 4. The student representatives indicate their willingness to cooperate in the maintenance of the residence halls, to increase the quality of accommodation and to ensure their effective management, together with the specialised services of Babeş-Bolyai University.

Art. 5. As of the 2003-2004 academic year, the Residence Hall Administration Committee (at the level of each residence hall) and the Babeş-Bolyai University Council for the Management of the Student Cafeterias and Residence Halls (CACCSUBB) have been established as the structures for the organisation, operation and management of the residence halls.

Art. 6. The distribution of places in student residence halls by faculties will be made in accordance with the Babeş-Bolyai University Framework Regulation on accommodation in student residence halls and with this Regulation, both approved by the University Senate.

Art. 7. The distribution of accommodation places by faculties will be submitted by the General Administrative Directorate of the University along with the Prefect of Students.

Art. 8. (1) Following this submission, the faculty with the largest percentage of the total number of accommodation places in each residence hall will be established. These faculties will further be referred to as the majority faculties and will be responsible for coordinating the operation of the respective residence hall.

(2) If a faculty has a majority in two or several residence halls, the students of that faculty will have the option to choose to coordinate the activities of only one residence hall.

(3) If the students of the majority faculty in a residence hall do not wish to coordinate the activity of that residence hall, then this responsibility will be delegated, in descending order of the quota of accommodation places occupied, to the students of the other faculties that hold accommodation places in that residence hall.

Art. 9. (1) The activities pertaining to the proper operation of the student residence halls, the routine repairs, maintenance, investments and major repairs, and other such matters fall under the responsibility of the General Administrative Directorate of the University, acting in concert with the CACCSUBB.

(2) The amount of the residence hall fees to be collected from the students accommodated in the Haşdeu/ Economica Campus, Sport XXI residence hall will be established annually by the General Administrative Directorate of the University, in agreement with the Prefect of Students and CACCSUBB.



The fees will be established following an analysis carried out by the General Administrative Directorate of the University and will be approved by the University Senate.

Chapter II. Accommodation and administrative activities in the residence hall

Art. 10. Student accommodation will be provided by the Residence Hall Accommodation Committee (at the level of each residence hall), based on lists submitted by the faculties. 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) by the 15th calendar day, from the beginning of the academic year: From the 16th calendar day, accommodation applications will be processed by the UBB General Administrative Directorate through the Social Service.

(2) The Residence Hall Accommodation Committee is responsible for ensuring that faculties are allocated a proportional number of places for each floor in the residence hall they are assigned to.

Art. 11. (1) Upon accommodation in the residence hall, students sign the tenancy agreement with the University and receive for their personal use property and other household items according to the individual delivery-receipt protocol. Also, the Residence Hall Accommodation Committee informs the students of their rights and obligations in relation to living in the residence hall.

(2) The agreement will specify the term of accommodation in the residence hall and the period for which residence fees are payable.

(3) The persons accommodated in the residence hall are materially and financially accountable for any missing or damaged items in the common and individual inventory, as well as for any damage occurred in the shared premises of the residence hall. The specialised services of the General Administrative Directorate, the CACCSUBB, the Residence Hall Administration Committee and the Residence Hall Administrator are under the obligation to identify the perpetrator of any damage of the aforementioned sort and to enforce the provisions of this Regulation.

(4) The evaluation of the damage shall be made within 48 hours of its finding, by the Residence Hall Administration Committee through the specialised services of the University and shall be reported to the CACCSUBB, the Dean's office at the faculty where the concerned person is a student and to the General Administrative Directorate and within 10 days the responsible parties shall pay the compensation for the damage.



(5) Individuals who deliberately damage shared and individual property, in addition to compensation for the damage caused, may be penalised in accordance with the provisions of the Framework Regulation on accommodation in student residence halls.

Art. 12. Any serious damage or vandalism or antisocial behaviour will be punished with a permanent ban from UBB residence halls accommodation for the duration of the studies.

Art. 13. (1) Access to the residence hall requires a valid residence hall ID card.

(2) Residents can receive visitors from outside the residence hall until 23.00.

(3) Identification and identity documents must be presented by anyone inside the residence hall when requested by the administration and security of the residence hall.

(4) The General Administrative Directorate of the University provides the residence hall with personnel according to the legal provisions, establishing specific duties according to the normative provisions and this Regulation.

Chapter III. Majority Faculties

Art. 14. The majority faculties are defined as those faculties that account for the largest percentage of accommodation places in each UBB residence hall. They are mandated through their student representatives to:

- a. assist the students in coordinating the residence hall activities;
- b. appoint, at the proposal of the Prefect of Students, the head of the residence hall where they are the majority.

Chapter IV. Residence Hall Administration Committee

Art. 15. A Residence Hall Administration Committee will be constituted at the level of each residence hall. This committee, with the residence hall administrator, will manage all accommodation and student residence activities throughout the academic year. The committee is entitled to carry out inspections in the residence hall and to request the eviction of students residing illegally.

Art. 16. The Residence Hall Administration Committee may recommend ways to improve the living conditions in the residence hall, the appearance of the residence hall, as well as rules for the students living in the residence hall and for conducting activities in the residence hall, in compliance with the existing regulations.



Art. 17. The CACCSUBB may set additional responsibilities for the Residence Hall Administration Council, but not in any way contrary to the regulations in force.

Art. 18. The Residence Hall Administration Committee will address any potential disputes that might occur at the residence hall level.

Art. 19. The Residence Hall Administration Committee fulfils a deliberative role and the Residence Hall Administrator fulfils an executive role.

Art. 20. (1) The Residence Hall Administration Committee consists of seven members for Residence Halls 14, 16, 17, Economica II, Sport XXI and five members for the other residence halls.

(2) Student members of the Residence Hall Administration Committee will be appointed by the faculties following consultation with student representatives on the Faculty Council, consistent with the number of seats each faculty holds in each residence hall committee. Student members of Faculty Councils are eligible for one of the allocated seats on the Residence Hall Administration Committee if they reside in that residence hall.

(3) If the number of faculties that provide accommodation in a residence hall is higher than the number of members in the Residence Hall Administration Committee, then a student may represent one or more faculties on that Committee. In this case, the descending order of the number of places held by each faculty in the residence hall will be considered and a faculty may be represented by a maximum of two students on that committee.

Art. 21. (1) The Residence Hall Administration Committee shall convene in regular weekly meetings and in special meetings whenever necessary.

(2) The Residence Hall Administration Committee may be convened by the chair, by ½ of its members or by the Residence Hall Administrator.

Art. 22. (1) The term of office for members of the Residence Hall Administration Committee is one academic year.

(2) Members of the Residence Hall Administration Committee may be removed from office by the faculty that appointed them, on the proposal of the CACCSUBB, the Prefect of Students or the faculty, ex officio, if the performance of the Committee members is not considered adequate.

Art. 23. All faculties will be represented on the Residence Hall Administration Committee, to the extent possible, according to the number of places they hold in that residence hall.



Art. 24. The Residence Hall Administration Committee will consist of the chair (the student senator or chancellor of the majority faculty or another student representative of the majority faculty), the residence hall administrator, and students appointed in compliance with the provisions of this Regulation.

Art. 25. All decisions of the Residence Hall Administration Committee shall be made by a simple majority vote of the members.

Art. 26. (1) The chair of the Residence Hall Administration Committee may pass interim decisions when necessary, provided that the Committee is convened within five days for the adoption of the resolution in accordance with Article 25.

(2) The chairperson of the Residence Hall Administration Committee must be resident in the Residence Hall whose Committee they represent for the duration of carrying out their duties.

(3) The chair of the Residence Hall Administration Committee may delegate their duties to a Committee member or a member in the Faculty Council they have been appointed to represent. The delegation will take effect for a limited period.

Art. 27. The Residence Hall Administration Committee will submit suggestions for repairs and equipment in the residence halls and will cooperate with CACCSUBB.

Art. 28. (1) At the start of the academic year, the Administration Committee of each residence hall submits to the CACCSUBB a proposal for the investments deemed necessary to improve the accommodation of the tenants.

(2) The CACCSUBB analyses the projects and submits them to the General Administrative Directorate in order to implement them within the annual budget allocated.

Art. 29. The Prefect of Students and CACCSUBB may periodically request from the General Administrative Directorate of UBB a statement of the income collected from the rental of indoor and outdoor premises of the Hașdeu/Economica, Sport XXI Campus residence halls, as well as within the campuses, and may submit to the University Senate Office proposals for the use of these funds.

Art. 30. The General Administrative Directorate of the University will publish, every six months, the balance of income and expenditure account for each residence hall (art. 205, paragraph (14) of Law no.1/2011).



Art. 31. (1) The Residence Hall Administration Committee will be represented on the committee for the reception of works carried out in the residence hall as a guest of the reception of works committee. The Residence Hall Administration Committee appoints its representatives as observers on the works bidding committees.

(2) The Residence Hall Administration Committee has the right and the obligation to monitor the implementation of this Regulation and the Framework Regulation on Accommodation in Student Residence Halls. Any monitoring will only be carried out with the participation of the chair of the Residence Hall Administration Committee or a person delegated by the chair.

Art. 32. The responsibilities of the Residence Hall Administration Committee are as follows:

- a. to organise, in conjunction with the General Administrative Directorate of the University, all administrative and housekeeping activities in the residence hall;
- b. to make sure that the Regulations for the Organisation and Operation of the Residence Hall and other regulations governing university affairs are understood and respected;
- c. to recommend to the institution's management the acquisition of additional supplies - inventory items for personal use and other supplies, the replacement of items that are no longer suitable for use, as well as the necessary cleaning materials;
- d. to submit proposals to the General Administrative Directorate of the University, through the CACCSUBB, for any major repairs and improvements to buildings and installations, the repair of furniture and inventory items for personal use;
- e. to focus on reducing the costs of electricity, heating, water and maintenance materials (for which purpose the educational institution provides the administration with information on these costs);
- f. to allocate students to rooms, to appoint floor officers, to ensure that the property in the room is received by students on the basis of a protocol, to record in the building register the persons accommodated, to assist them in obtaining the residence permit in an organised procedure and to compile a nominal list of the persons accommodated;
- g. to report to the General Administrative Directorate of the University any irregularities in the administration and operation of the residence hall;
- h. to ensure and supervise that students have cleaned the residence hall before going on vacation;



- i. to carry out periodic inspections in the rooms in order to detect any non-compliance with the rules and other regulations concerning the residence hall and to enforce the applicable penalties and inform the Faculty Dean;
- j. to investigate student misconduct and to recommend to the Faculty Dean the disciplinary measures which do not fall within their authority.

Chapter V. Cafeterias and Residence Halls Administration Council of Babeș-Bolyai University (CACCSUBB)

Art. 33. The Cafeterias and Residence Halls Administration Council (CACCSUBB) will be constituted for all student residence halls and cafeterias at UBB.

CACCSUBB is a management and supervisory body for all student activities and administration at the Hașdeu/Economica Campus, Sport XXI residence hall.

Art. 34. (1) This Council shall consist of: 3 student senators, 2 student chancellors, the Prefect of Students, 3 representatives of the University's General Administrative Directorate, and of its specialised services, respectively. The total number of voting members is 9 (nine).

(2) The General Directorate representatives will be appointed, in writing, by the General Administrative Director.

(3) The President of the CACCSUBB is the Prefect of Students or another student member of the CACCSUBB designated by them.

(4) At the written invitation of the CACCSUBB President, other persons (students, residence hall administrators, university employees, etc.) may attend meetings as auditors.

(5) The three student senators are elected by a simple majority of votes from amongst the students and serve as campus officers, one for each of the university's three campuses (Hașdeu, Economica, Sport).

(6) The two chancellor students are elected by a simple majority of the votes cast.

Art. 35. The responsibilities of CACCSUBB are as follows:

- a. to organise, in conjunction with the General Administrative Directorate of the University, all administrative and housekeeping activities in the Hașdeu/Economica Campus, Sport XXI residence hall;



- b. to make sure that the Regulations for the Organisation and Operation of the Residence Hall and other regulations governing university affairs are understood and respected;
- c. to report to the General Administrative Directorate of the University any irregularities in the administration and operation of the Hașdeu/Economica Campus and Sport XXI residence hall;
- d. to seek information from the General Administrative Directorate of the University on the ongoing works in the Hașdeu/Economica campus and the Sport XXI residence hall;
- e. to periodically submit reports to the General Administrative Directorate of the University on the technical and sanitary conditions in the UBB residence halls and cafeterias. The University's investment strategy for the current year or semester is brought forward and discussed in CACCSUBB;
- f. to agree with the UBB General Administrative Directorate on the amounts allocated for the works in the student residence halls and cafeterias;
- g. to conduct, with the representative (president) of the residence hall and the administrator, periodic inspections in the residence halls (at least two inspections per year in each residence hall) to check for violations of the Rules and other regulations pertaining to the residence hall and to enforce the applicable disciplinary measures and inform the relevant Faculty Dean;
- h. to investigate with the residence hall administrator any misconduct committed by a student and to recommend to the relevant Faculty Dean the disciplinary measures which do not fall within their authority.
- i. to monitor the implementation of its own decisions and to be in contact with the University faculties, the majority faculties, the General Administrative Directorate and the Rector's Office;
- j. to undertake and carry out activities to improve the appearance and level of accommodation in the Hașdeu Campus, the Economica Campus, and the Sport XXI residence hall;
- k. to notify the Faculty Council if the work of members nominated by the latter in the Residence Hall Administration Committees is inadequate or does not comply with the provisions of the Residence Hall Regulations or other decisions concerning student accommodation;
- l. to submit, through the Prefect of Students, at the start of each academic year, an operational-strategic plan on the activities to be carried out during that year;
- m. to prepare, at the end of each academic year, an activity report. This activity report is submitted to the UBB Senate by the Prefect of Students and published by the University media.



(2) The CACCSUBB may have other responsibilities established by University regulations or by its own rules and regulations.

Art. 36. CACCSUBB is actively involved in the management of the outer spaces of the residence halls within the Hașdeu and Economica Campus, Sport XXI residence halls (alleys, green spaces, etc.).

Art. 37. (1) The Council has the authority to monitor the quality of the services provided by the Cafeteria within the Hașdeu Campus/Iuliu Hațieganu Sports Park. The findings of the inspections carried out are reported to the General Administrative Directorate of the University.

② The Council may appoint 2-3 representatives from among its members, who may recommend improvements to the products and services offered by the Iuliu Hațieganu Sports Park/Hașdeu Campus Cafeteria.

③ The Council may appoint 2-3 student members in the Faculty Councils of the faculties that own cafeterias within their Student Cafeterias and Restaurant Service, to make suggestions on the improvement of services and products offered by the cafeterias in the respective faculties.

④ The Council requires the General Administrative Directorate of the University to implement the proposals made and adopted by the Council.

Art. 38. (1) CACCSUBB shall convene in regular monthly meetings and in special meetings whenever necessary.

(2) Decisions will be made by a simple majority vote of members present, provided at least 5 of the 9 members are present.

(3) The CACCSUBB may be convened by its President or by 1/3 of its members.

(4) The decisions of the CACCSUBB shall be communicated to the Residence Hall Administration Committees in writing.

(5) The term of office of CACCSUBB members is 1 calendar year except for student's prefect.

(6) Representatives of the General Administrative Directorate on the Council are elected or appointed at the start of each academic year, in accordance with the provisions of Art. 34.

(7) The chairs of the Residence Hall Administration Committees may be removed from office by the CACCSUBB.

(8) Representatives of the General Administrative Directorate of the University in the Council may be removed by decision of the General Administrative Director.



Art. 39. CACCSUBB will support improved accommodation standards in all residence halls.

Chapter VI. Rights and obligations of persons residing in the residence hall

Art. 40. Persons residing in the residence hall have the following rights:

- a. to submit recommendations and proposals to the higher education administration and institution for improving living and studying conditions in the residence hall;
- b. to participate in all activities organised in the residence hall, irrespective of their nature; to use the reading rooms, shared kitchens, bathrooms and other areas intended for shared use;
- c. to have access to internet services in the residence hall;
- d. to use, in a responsible manner, the shared facilities and equipment in the residence hall inventory;
- e. to be provided with the free exchange and washing of inventory items for personal use;
- f. to report any situation inconsistent with the provisions of this Regulation and the social standards of living in the residence hall;
- g. to receive visitors under the provisions of this Regulation.

Art. 41. Persons residing in the residence hall have the following obligations:

- a. to understand their contractual obligations;
- b. to maintain cleanliness in all areas of the residence hall;
- c. to show proper conduct and civil behaviour and to cooperate with the Residence Hall Administration Committee in addressing any misconduct in the residence hall;
- d. to live in the room allocated to them and to report any vacancies in the room;
- e. to use properly the inventory, electrical and plumbing facilities provided;
- f. to maintain the peace and quiet necessary for both rest and study;
- g. to keep the room clean and to have the room thoroughly cleaned when leaving on holiday;
- h. to return in their entirety and in good condition the items received in the inventory;
- i. to report to the residence hall administrator and the Residence Hall Administration Committee any violation of this Regulation;



- j. to make a room key available for the administration desk to be used for any possible interventions and to handover (pay for) their personal key (if lost) at the end of the academic year;
- k. to identify themselves at the request of the security staff and supervisors in the residence hall;
- l. to make a monthly payment to the educational institution for the residence hall accommodation;
- m. to ensure a sensible use of electricity, water, gas and supplies;
- n. to be liable for any missing items or damage to the room and to the shared premises, in accordance with this Regulation;
- o. to comply with the visiting hours in the residence halls and receive no visitor after 23:00.
- p. to strictly observe the instructions of use displayed in the lift cabin (when using the lift, where applicable);
- r. to comply with the rules for entering the residence halls, the hygienic-sanitary norms, and the fire prevention and protection rules;
- s. to report vacant places due to unannounced departure of tenants, as well as occupation of places by fictitious persons.

Art. 42. On campuses, the following are prohibited:

- a. public disturbance in any form;
- b. dumping or disposing of rubbish in areas not intended for that purpose;
- c. depositing household garbage in the residence hall corridors and shared kitchens, or in the lift;
- d. parking vehicles and bicycles on green spaces;
- e. bringing animals into the residence hall;
- f. smoking in rooms and shared areas;
- g. accommodation in the residence hall of persons other than those who have been granted accommodation by the Faculty/Social Services;
- h. access to the residence hall roof (in order to protect the waterproofing insulation and avoid accidents);
- i. the use of electrical heating appliances;
- j. preparing food in the rooms (food will be prepared in the shared kitchens), with the exception of rooms that are equipped with kitchens;
- k. alienation/subletting of the accommodation place allocated;
- l. placing posters and ads in places that are not provided for this purpose (display boards);



m. placing posters and ads without the approval of the campus officer and the UBB General Administrative Directorate;

n. using devices that may affect the proper functioning of the internet, telephone network etc.

Art. 43. All persons accommodated in the residence hall have the same rights and obligations, regardless of age, gender, religion, country of origin or marital status.

Art. 44. For non-compliance with the provisions of this Regulation, the following penalties are applicable, depending on the offence:

a. verbal reprimand;

b. written reprimand;

c. ban from the halls for a period ranging from one semester to one year;

d. permanent eviction and loss of the accommodation right throughout their studies.

(1) Penalties assigned according to points (a) and (b) will be carried out by residence hall administration committee.

(2) The disciplinary measures provided for in points c) and d) will be enforced, at the proposal of the Babeş-Bolyai University Social Service, the accommodation committee or the residence hall administration committee, with the endorsement of the campus officer, by the Dean of the faculty where the offending student is enrolled.

(3) Exclusion from the residence hall accommodation may also be proposed by the faculty council where the student is enrolled if the student fails, within 4 weeks, without reasonable justification, to meet 75% of the minimum obligations set out in the syllabi of the courses the student attends. The enforcement of the disciplinary measures is the responsibility of the Faculty Dean. Certified evidence is accepted for medical cases and travel on Rector's Order.

(4) Disciplinary sanctions may also be applied to members of the Residence Hall Administration Committees for failure to comply with the obligations provided for in this Regulation and the University's Framework Regulation on Accommodation in Student Residence Halls.

Art. 45. (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 decision is communicated to the penalised party and the Dean's Office is informed in order to enter the penalty in the student's records.

③ Students who alienate their accommodation or use their own ID card to accommodate other people will be banned from the halls and will automatically lose the accommodation right throughout their studies.

Art. 46. 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. The person in question must be summoned for a hearing.

Chapter VII. Final and transitory dispositions

Art. 47. (1) A student residence hall is open throughout the academic year. The use of the residence halls during the holidays for the accommodation of persons attending special events organised nationally, for tourism or for advanced training is approved by the General Administrative Directorate, and the amounts collected constitute additional extra-budgetary income used to equip the residence halls. During the holidays, UBB students are accommodated at the same rates as during the academic year.

(2) Free accommodation during the academic year in the University residence halls is granted to the categories of students listed in the Framework Regulation on Accommodation in Student Residence Halls.

(3) The General Administrative Directorate will provide a minimum of two weeks for repairs and maintenance cleaning for each residence hall every year during the summer holidays.

Art. 48. The Residence Hall Administration Committee may adopt internal regulations for the organisation and operation of the residence hall, but not in any way contrary to this Regulation.

Art. 49. (1) For chancellor and senator students in the faculties, the accommodation places are established on an annual basis.

(2) In order to strengthen the relations between UBB and the representatives of economic operators or private persons in the Great Senate of the University, and in order to set aside accommodation places available for activities on a reciprocal basis between Babeş-Bolyai University and foreign partners, the UBB Rector's Office reserves a number of accommodation places, established annually in agreement with the Prefect of Students.

Art. 50. (1) In order to ensure internet access for students accommodated in student residence halls, one free accommodation place is allocated in each residence hall to the persons responsible for maintaining the internet network.



Internet network supervisors in the residence halls will be selected by CACCSUBB and the Communication Centre.

(2) In the event of non-fulfilment of the established responsibilities, at the proposal of the CACCSUBB, they may forfeit their free residence hall rent.

Art. 51. The job descriptions of university employees in the Social Service shall be consistent with the provisions of this Regulation.

Art. 52. This Regulation takes effect on the date of its adoption by the UBB Senate and any other provisions contrary to this Regulation are hereby repealed.