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DORMITORY RULES
CODE: RG - 14

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Section I. GENERAL PRINCIPLES

1. SCOPE

The current rules define the principles and ways in which the dormitories activities take place, the way to organize them and the main responsibilities of the persons involved in this process.

2. INTENDED USE

The current rules are intended for the students that are staying in the University dormitory, through the Student Facilities Service and the Accommodation Executive Office of UMF Iasi.

3. REFERENCE DOCUMENTS

SR EN ISO 9000:2015– Quality management systems. Fundamental principles and vocabulary

SR EN ISO 9001:2015 – Quality management systems. Requirements

SR EN ISO 9004:2010 – Quality management systems. Guidelines for improving performance

Order 600/20.04.2018 –regarding the approval of internal managerial control of public entities

Law no. 1/2011

- *Education Act, with later modifications and completions*

Law no. 319/2006

- *of work security and health, with later modifications and completions*

Law no. 307/2006

- *regarding fire protection, with later modifications and completions*

HG no. 1425/2006

- **Methodological norms of applying the stipulations of the Law of work security and health no. 319/2006**

Norms of fire prevention and protection – applied to teaching and education units, approved by the General Inspectorate of the Military Firefighters Corps with approval no 7/19.04.2000

Law no. 333/2003

- regarding the security of buildings, goods, values and the protection of people

OMENCS nr. 6102/2016

- *for the approval of the Framework Methodology regarding the organization of admission for the Bachelor, Masters and PhD degree*

Procedure PL- 58

–The procedure for student accommodation

Procedure PL -60

– The payment structure for dormitories and the method of calculation for the annual rate of accommodation

4. DEFINITIONS AND ABBREVIATIONS

BEC – Accommodation Executive Office

PSI – Fire Fighting and Prevention

UMF – „Grigore T. Popa” University of Medicine and Pharmacy of Iasi

Or the university

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Section II. DESCRIPTION OF RULES

Sec. I: General provisions

Art.1. Student dormitories are buildings owned, managed and used by UMF Iasi, in which accommodation conditions are assured for the students that have their residence outside Iasi municipality, *Romanian citizens and citizens of EU member states, citizens of the EEC and of the Swiss Confederation, who attend school either with a scholarship or by paying the tuition fee in lei, for Bachelor, Masters and PhD Degree level at UMF Iasi.*

THE SANITARY ACCOMODATION NORM FOR THE UNIVERSITY DORMITORIES IS 4 PLACES PER ROOM (EXCEPT THE DORMITORIES E5, 1 MAI B AND T22).

Art.2. The current set of rules is based on the Law no 1/2011 of the National Education Act, the Law of Work Security and Health (No. 319/2006), the Methodological norms of applying the stipulations of the Law of work security and health no. 319/2006 of 11/10/2006 and on the Norms of fire prevention and protection that apply to teaching and education units, approved by the General Inspectorate of the Military Firefighters Corps with approval no. 7/19.04.2000 and by the Law no 333/2003 regarding the security of buildings, goods, values and the protection of people.

Art.3. The current set of rules establishes the principles and the ways through which dormitory activities take place. It also establishes how to organize these activities and the main responsibilities for the persons involved in this process.

Art.4. The dormitories are open for the whole academic year.

As an exception, taking into account the requests and at special rates, the dorms can be made available even in the student vacations.

Art.5. The student committee of each dormitory is made up of one dormitory representative that is elected annually, through direct, secret vote by the students that are accommodated in the dormitory, one representative for each floor, one representative for the laundry room, one representative for the fitness room; all must be students of UMF Iasi.


Art.6. Each dormitory has a chart of the employed personnel in accordance with the organizational chart approved by the university leadership, made up of: administrator, caretaker, security personnel and for all the dormitories, maintenance personnel. The responsibilities of the personnel are in their job description.

Sec. II: Selecting the dormitory student committee

Art.7. The members of the student committee must be Romanian citizens with residence outside Iasi municipality, students at the UMF Iasi, accommodated in the dormitories.

Art.8. The dormitory representative is the President of the student committee of that dormitory. He/she is elected annually, up until the middle of November of the current academic year, through direct, secret vote, by the students that are accommodated in the respective dormitory. *The dormitory representative benefits from free accommodation for the current academic year.*

Art.9. The elections are organized by a Central Electoral Office consisting of 5 senator

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students, out of which 2 students from the Faculty of Medicine, 1 student from the Faculty of Dentistry, 1 student from the Faculty of Medical Bioengineering, 1 student from the Faculty of Pharmacy, provided that the aforementioned students must *not* to be a candidate for the dormitory representative positions, *not* to be a member of the dormitory student committee at the time of the election ~~or~~ and *not* to be a member of the Accommodation Executive Office. One representative of each legally constituted Student League can participate at the Central Electoral Office, as observers. *The students organized in the Accommodation Executive Office will act on behalf of the Masters and PhD Degree students, as the number of request for accommodation from their part is small.*

Art.10. The Accommodation Executive Office receives and analyzes the applications for the registered candidates for the position of dormitory representative, displays the list of candidates for the respective dormitory, sets and displays the election date with at least 7 days before the actual election day, centralizes the election results, solves any disputes and validates the elected dormitory representatives.

Art.11. The candidates for the dormitory representative position must meet the following terms:

- not to be a first year student of UMF Iasi or a last year student (as the bachelor exam is in September and thus cannot participate in the accommodation process)
- has no violations of the academic rules, the dormitory rules and the Ethical Code of the University

Art.12. The application for the dormitory representative position must have all the documents that show that conditions from Section II, art. 5 are observed, must have a CV and a letter of intent which the candidate will display in the dormitory in which he/she runs for election only if his/her application was validated by the Central Electoral Office.

Art.13. For the elections to be declared valid there must be a vote presence of minimum 25% of all students accommodated in the dormitory. If this condition is not satisfied, there will be another electoral round in which the minimum 25% vote presence will not be necessary.

Art.14. The method for the election of dormitory representative:

1. Elections for dormitory representative will take place in an appropriate room inside the respective dormitory (reading room, administrative office, protocol room).
2. Students that cast their vote are registered on a presence list to determine at the end of voting if the minimum presence condition is fulfilled. If this minimum presence condition is not fulfilled, the ballot box is not opened and the election is reprogrammed to be held in 7 days' time.
3. The ballots will be stamped with the respective dormitory stamp, signed by at least one member of the Central Electoral Office and handed to the voter at the moment he is registered on the presence list.
4. The election for the dormitory representative, as well as the vote counting, will be done in the presence of at least 2 members of the Central Electoral Office, a representative of the Student Facilities Service, the dormitory administrator and one observer, a student accommodated in the respective dormitory, representing each candidate, delegated in writing by the candidate on election day.

Art.15. The members of the dormitory student committee are named by the dormitory representative. The dormitory representative must present to the Central Electoral Office, in 3 days' time from the election validation, the members of the dormitory students committee for his mandate.

Art.16. The floor representative can be replaced in the following instances:

- a. if requested by two thirds of the students accommodated on that floor
- b. at the request of the dormitory representative with the approval of Accommodation Executive Office

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c. by the decision of the Accommodation Executive Office as a result of failure to comply with the duties specified in the current set of rules.

The new floor representative is appointed by the dormitory representative with the consent of the students accommodated in the respective floor.

Art.17. The laundry room representative, the fitness room representative and the network administrator can be replaced in the following instances:

- a. if requested by two thirds of the students accommodated in the dormitory
- b. at the request of the dormitory representative with the approval of Accommodation Executive Office
- c. by the decision of the Accommodation Executive Office as a result of failure to comply with the duties specified in the current set of rules.

Art.18. The mandate period for the dormitory student committee is 1 academic year (November-October). In case the mandate is interrupted by various circumstances, the Central Electoral Office sets a date for new elections for the dormitory representative, the interim period will be served by one of the floor representatives, elected through simple vote among them.

Art.19. The interruption of the dormitory representative mandate can happen in the following instances:

- resignation of the dormitory representative
- if requested by two thirds of the students accommodated in the dormitory
- by the decision of the Accommodation Executive Office as a result of failure to comply with the duties specified in the current set of rules.

Art.20. Any attempt to influence the voting students, so as to direct the vote towards a certain candidate, will be punished.

Sec. III Accommodation Executive Office (BEC)

Art.21. The Accommodation Executive Office is the authority recognized by the University to organize the accommodation and to solve the student social issues in the dormitories of UMF Iasi.

Art.22. The structure, role and operation of the Accommodation Executive Office are stipulated in the Accommodation Regulations approved by the Senate.

Art.23. Members of Accommodation Executive Office *benefit from accommodation gratuity in the academic year that they are members.*

Art.24. Each Accommodation Executive Office member is assigned with an accommodation room in one of University's dormitories. (dormitories with two persons in a room are an exception)


Sec. IV Duties and rights of the lessor (UMF Iasi, owner and administrator)

Art.25. (1) To assure, for the dormitories under his care, ~~living~~ accommodation and study conditions in accordance with the legal norms;

(2) To take all measures in order to improve activities in the accommodation period;

(3) To hand over the room with the features specified in the lease agreement, in operational state according to the status of dwelling, using a reception protocol for each accommodated student.

(4) To assure the execution of maintenance and repair works necessary for the shared space to be available to all;

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- (5) To assure the cleaning of the dormitories' shared spaces (halls, offices, reading rooms, staircases, public toilets) and the dormitories' exterior spaces.
- (6) To assure the cyclical emptying of garbage containers situated in the external spaces.
- (7) To recover the goods cost and the labor cost, in maximum 10 working days' time from the time of noticing the damage and missing and of goods from the.
- (8) To assure nighttime dormitory security, the compliance with health norms and with fire prevention and protection norms.
- (9) To assure, on a monthly basis, the distribution of bed linen according to health standards.
- (10) To issue the dormitory pass at accommodation and to issue the transitory student visa according to the timeframe specified in the rental
- (11) To assure, *for the shared spaces*, the necessary quantities of cleaning materials for each dormitory;
- (12) To assure that the disinfections and cleaning take place annually or whenever it is needed;
- (13) To observe the deadline for disinfections and cleaning which will be showed a week in advance;
- (14) To fix breakdowns in maximum 24 hours since registered in the breakdown registry;
- (15) To observe the timetable for the distribution of hot water set at the beginning of each academic year; it will be displayed in 7 days' time from the beginning of the academic year
- (16) To work with the dormitory committee in order to improve the conditions in the dormitories;
- (17) To take necessary measures in case the present set of rules is not respected;
- (18) To keep in safe conditions at the dormitory administrator one of each of the keys for every room in the dormitory with the room number inscribed;
- (19) To periodically check the way in which the tenants follow the Dormitory Rules and the Rental Agreement.
- (20) To keep count of students accommodated in the dormitory with the help of the Building Book. At the beginning of the academic year, to assure the residence visas are applied on the identity documents.
- (21) To register in the Guest Book all the people that enter the dormitory, except those who have a Rental Agreement.
- (22) To charge the accommodation rate from the people caught living illegally in the dormitory, outside visting hours, between 06:00-23:00.

Laundry

Art.26 Laundry washing is available in spaces specifically destined for this type of activity.

Art.27 The machines and equipment from the laundry room are part of the dormitory inventory.

Art.28 The management of machines and equipment is done by the laundry room representative which receives, based on a delivery report, all the machines and equipment from the laundry room.

Art.29 No tax is collected for the use of machines and equipment.

Art.30 Students can bring their own detergent as long as they follow the quality requirements.

Art.31 As a result of breakdowns of the machines and equipment of the laundry room, all floor students (or dormitory) must contribute financially in order to repair them.

Art.32 Repairs are done only by trained personnel.

Art.33 All costs incurred for the repair of machines and equipment are to be proved using financial accounting documents.

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Art.34 The laundry room has a strict working hours and it is forbidden to use the machines outside working hours.

Art.35 The student access to the laundry room is permitted if a reservation is made at one of the persons managing the machines.

Fitness room

Art.36 Fitness activities are available in spaces specifically destined for this type of activity.

Art.37 The fitness room is in the administrator's inventory and is managed by the fitness room representative.

Art.38 Access to the fitness room is permitted to all students accommodated *in the dormitory where the fitness room is located*; the access is free of charge and allowed according to the working hours set by the fitness room representative.

Reading room

Art.39. Access to the reading rooms is permitted only to students accommodated in the dormitory where the reading rooms are located.

Sec. V. Duties of the tenant

Art. 40. (1) To pay in advance the dormitory utilities between 01-15 of each month for the next month; in case of non-payment within 15 days from the date of expiry (until the date of 30, respectively 31), the eviction procedure from the accommodation space will be started without a prior notification.

(2) Students whose parents are teachers and students that have Romanian state scholarships accommodated in the universities dormitories pay a monthly dormitory fee, according to the registered costs, evolution of prices and the value of the subsidy, a tax which is set at the beginning of the academic year.

Any request of accommodation with reduced number of places in a room for at least two last year students (but no more than 1 place reduced) obliges the applicant to pay for the whole 4 place room until the end of the academic year.

(3) To use, appropriately, the goods from the dormitory inventory, the electric and plumbing installations, to close the water taps after the use of sinks or showers.

(4) To ensure order and cleaning in the received space, not to throw packaging and general waste in the plumbing system, in the shared spaces of the dormitory, around the dormitory and on the alleys, to use the ecological single use garbage bags and to bring them, after use, to the garbage container located outside the dormitory;

(5) To not disturb anybody between rest hours (23:00-06:00) and in the study periods (after 20.00 hours);

(6) To declare all electrical appliance that are brought to be used.

The appliances are registered by the dormitory administration, in a special registry, in which it is mentioned: the owner, the room, name and brand of appliance, used power and technical state. A Specialist of the Technical Service of the University can check, with the owner's approval, the

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declarations. Failure to declare within 24 hours' time from when the appliance was brought into the room will end with eviction from the dormitory. The consumption norms, as well as maximum accepted power for each dormitory and room are elaborated by the Technical Service of the University, in accordance with the electric grid capacity;

(7) To allow access of persons of the management of the University or Faculty, members of Accommodation Executive Office, Student Facilities Service or from the administration of the dormitory or the dormitory representative to check the room in order to ascertain the way in which the current dormitory rules, accommodation rules and rental agreement are followed.

(8) At the end of the contract, to return the goods in the state inscribed in the reception report at the time of the contract signing.

(9) To be liable financially if anything is missing or if the goods from the room are damaged; the financial liability for the missing or damaged goods belongs to the guilty party, and if the culprit cannot be identified, all students living in the room will be liable.

(10) To observe the health norms and fire protection norms.

(11) To observe the dormitory access norms and to not allow access in the room to unknown persons, in the absence of the contract owners;

(12) To identify him/herself at the request of the security personnel, police or other authorized persons that exert control in the dormitory;

(13) To observe the moral norms and the academic ethical code;

(14) The repairs or replacements for the damage done by the tenant will be performed within 10 days since the report;

(15) Not to make any modifications to the accommodation and the afferent equipment;

(16) Students do not have the permission to replace the door lock; in case this is absolutely necessary, the operation will be done only after the written approval of the dormitory administrator and one of the key is handed over to him/her immediately after installation, based on a reception report;

(17) Not to smoke in the dormitory (rooms, halls, bathrooms, offices and other spaces), smoking is only allowed outside the dormitory.

(18) Students accommodated in the dormitories will comply with the general norms of fire prevention and protection, according to **Law no 307/2006 regarding fire protection**, with later modifications and completions, according to which the utility equipment of the dormitory, as well as home appliances, will be used following the rules and regulations set by the designers.

(19) Students must accept room checks made by Service of Fire Protection and Prevention, Environment Protection, Consumer Protection and other control bodies tasked with the protection of students' life condition, with the approval of UMF Iasi.

(20) Check out before the end of the contract will be made using a request form to the dormitories' administration until the 30th (31st) of the month and the student will be considered checked out starting with the first day of the following month.

(21) The refusal of accommodation distribution or withdrawal during the academic year will result in the loss of the accommodation rights for the current academic year; the paid taxes will not be returned.

(22) Students who know that persons are living in the dormitory other than those who have such rights or if there are free accommodation rooms that are registered as occupied in the dormitory chart, have the obligation to inform, in writing, one of the following:

- *Dormitory Administration*
- *Student Facilities Service*

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- Accommodation Executive Office

(23) Failure to comply with these regulations will result in the enforcing of the penalties specified in the current set of rules.

Sec. VI. Rights of the tenant

Art.41. (1) To live in an assigned room;

(2) To take part in the decision process regarding the improvement of living and study conditions in the dormitories;

(3) To use the shared spaces as per their original designation;

(4) To take part in the elections for dormitory representative;

(5) To notify the dormitory committee, the league representatives, the Accommodation Executive Office, etc. regarding any deviation from the current set of rules;

(6) Students whose parents are teachers, Romanian state scholars and orphan students of both parents benefit from “subsidy 1.5”, according to the current legislation;

6.1 Students whose parents are teachers and Romanian state scholars benefit from gratuity only in the dormitory 1 Mai A because the dormitory’s general spending does not exceed the budget funded subsidy.

In case the dormitory’s general spending exceed the budget funded subsidy, the cost difference will have to be paid by paying a monthly tariff set at the beginning of the academic year.

(7) To receive, by delivery report, bedding and other goods that are to be used in the way they were intended;

(8) To use to the best of their knowledge the time dedicated to study or other activities, without disturbing other students of the dormitory;

(9) To call upon the dormitory representative and the floor representative for solving any dispute that arises with the dormitory colleagues;

(10) Not to take any goods belonging to their roommates or dormitory mates;

(11) To notify, including the police, in case they find grave misconducts from common sense norms;

(12) To receive visits between 06:00 -23:00; the access of visitors will be made using identity cards or dormitory ID cards. With the consent of the persons of the room and of the dormitory/floor representative, a visitor can stay overnight only if registered by the doorman and if he/she pays the tax set by the *Senate*.

(13) To have over related of 1st and 2nd degree who can stay overnight, but no more than 3 consecutive nights, without having to pay the tax set by the *Senate*.

(14) Students can paint the room and can make small improvements but without changing the room’s architecture and without claiming to be reimbursed in case of annulment or expiry of the rental agreement, with the exception of dormitories E5, 1 Mai B and T22.

(15) Students have the right to consult the dormitory set of rules and to ask for a copy.

Art.42. Students are forbidden to:

(1) Paste posters in other places than those allocated for this purpose

(2) Bring or to raise various animals

(3) Bring into the dormitory goods from the inventory of another dormitory;

(4) Modify the electrical wiring or to use improvisations that would affect a good operation;

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- (5) Sublet the accommodation space with the specified usage of living space to other persons or companies;
- (6) Modify the accommodation space or the utilities, the shared space of the dormitory or to change their usage into something contrary to their initial purpose;
- (7) Use drugs in the student dormitory; *smoking is forbidden in the rooms, halls, toilets, offices and other spaces, it is allowed outside the dormitory*;
- (8) Do any other commercial or service activities;
- (9) Consume alcoholic beverages in the shared spaces;
- (10) Use electrical appliances with an electrical power greater than the set norms and displayed by the education institution;
- (11) Throw away general waste in the sinks or in the shared spaces;
- (12) Deposit general waste in other spaces (i.e. halls, toilets) than those specially arranged;
- (13) Display an abnormal behavior contrary to the moral standards of the room/dormitory against the tenants and the dormitory's personnel.
- (14) Receive visits between 23:00 – 06:00 without following the conditions mentioned in Sec. VI, Art. 12 and 13.
- (15) Organize parties in the dormitory;
- (16) Cause damage to inventory objects, to the works or elements of the works. For the damage done, beside the penalty, the costs of the good and the installation will have to be paid as well;
- (17) Offer/receive any gifts and/or undeserved goods of any kind in order to obtain facilities in the dormitory.
- (18) Install any WI-FI devices without approval.
- (19) Install television or internet cables that can modify the structure of the dormitory.
- (20) Access to the electric panels is FORBIDDEN.
- (21) Use drugs in the student dormitories, valid for student as well as for the dormitory personnel.

Sec. VII. Rights of the dormitory committee members

Art.43. The dormitory representative has the right to choose his own dormitory committee.

Art.44. Dormitory/floor representative have the right to ask and receive any useful information from the dormitory administrator that could be useful in the undertaking of improving dormitory living conditions.

Sec. VIII. Duties of the dormitory committee

Art.45. The dormitory committee has the following duties:

1. To observe the dormitory set of rules and the accommodation rules.
2. To receive and solve together with Accommodation Executive Office the student complaints, having the obligation to address to any competent institution that can offer a solution.
3. To draw up reception reports in those cases in which the dormitory/accommodation set of rules is not obeyed, in the presence of 2 impartial witnesses. If an amount of money must be paid, this will be done at the cashier's office of every dormitory.
4. To notify the Accommodation Executive Office if a student does not obey the current set of rules.
5. To work with the dormitory administrator and with the Student Facilities Service in order to

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improve the living conditions of the University's dormitories.

6. To display and to make available to the students the current set of rules and the accommodation rules.

7. To register together with the administrator based on the accommodation bill the students who wish to have accommodation during the schedule.

8. Not to allow the organization of parties in the dormitory or any other activities *that contravene the current set of rules*.

Sec. IX. Penalties to be applied for the students accommodated in the UMF dormitories

Art.46. Anyone assisting fictional accommodations or the accommodation of unentitled persons will be held accountable disciplinary, financially or criminally, according to the deed, by the student management bodies, University's management or by the appropriate institutions.

Art.47. Within the boundaries of this set of rules, these are the sanctions to be applied for the accommodating students:

1. warning
2. fine
3. exclusion from the dormitory with the right of accommodation for the next year (the decision belongs to Accommodation Executive Office and the Student Facilities Service)
4. definitive cancellation of accommodation in the University's dormitories for the whole duration of studies.

Art.48. Violations done by those living in the dormitory and the received penalties are written in a special registry kept by the Student Facilities Service, a registry that has a structure based on penalty categories.

Art.49. The warning is issued in writing, only once for the same transgression, by the dormitory representative and/or by the dormitory administrator for any type of dormitory violations and will be signed by the aforementioned.


Art.50. The fine is given by the dormitory representative, dormitory administrator and the Student Facilities Service. They will make a report in 2 copies – one will be handed to the fined person and the other will be forwarded to the Student Facilities Service.

Art.51. The fine is used in the following cases:

- Committing any violations from the dormitory set of rules for which the person already received a warning;
- Destruction by a tenant of the room or by any other person visiting the tenant of any other goods in the inventory of the dormitory; for such damages, the cost of the object will also have to be paid;
- The unauthorized use of the Internet connection, as well as the withdrawal of the right to use the Internet in the current academic year.
- Other violations for which the dormitory representative or the Student Facilities Service/ Accommodation Executive Office deem necessary to issue a fine

Art.52. The fine is in the amount of 100lei, amount set by the Accommodation Executive Office and approved in the Administration Board and the fine must be paid within 48 hours since it was issued.

Art.53. The exclusion from the dormitory with the right to accommodate the following year is decided by the Accommodation Executive Office and by the Student Facilities Service.

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Art.54. The exclusion from the dormitory with the right to accommodate the following year applies to the following situations:

- * failure to pay the fine within 48 hours
- * failure to pay the dormitory utilities bill by the dates set in **Sec. V art(1)**
- * failure to indicate that other persons than those accommodated are living in the dormitory according to the accommodation rules and the dormitory chart.

Art.55. The exclusion from the dormitory without the right to accommodate the following year applies when a student checks out at a certain date and is later found living in the dormitory.

Art.54. The definitive cancellation of accommodation in the University's dormitories for the whole duration of studies applies in the following situations:

1. accumulation of 2 fines
2. severe violations of the dormitory rules:
 - * drug consumption inside the dormitory
 - * subletting of the received space for living
 - * intention of giving away the accommodation place through any means, including posting on social media
 - * Offering/receiving any gifts and/or undeserved goods of any kind in order to obtain facilities in the dormitory;

3. violent acts directed towards other tenants or dormitory personnel;

4. serious damage done to the dormitory or to the university's goods.

Art.56. If special situations occur, the dormitory representative forwards a report to the Accommodation Execution Office / Student Facilities Service for a solution.

Art.57. Those that tried to sell their dormitory accommodation in previous years no longer have the right to apply online for accommodation for the following academic year.

Section III. FINAL PROVISIONS

Art.58. Approval of the Dormitory Rules is done by the Senate of UMF Iasi by open vote with a simple majority.

Art.59. Modification of the current Rules will be made only by the Senate of UMF Iasi by open vote with a simple majority.

Approved by HS no. _____ date _____

TRADUCERI EUROCONTACT S.R.L. – Translation Agency
2020 – Anniversary year – 20 years of specialized translations

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CERTIFIED INTERPRETER AND TRANSLATOR

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