

	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 1 of 10

## **STUDENT ACCOMMODATION REGULATIONS**

**CODE: RG -15**

	<b>Compiled by</b>	<b>Verified by</b>	<b>Approved by</b>
Name :	Ec. Mihaela Timofte	Eng. Maria Arhip	Prof. PhD MD Viorel Scripcariu
Position :	Head of Student Facilities Service	Administrative General Manager	Rector
Date :			
Signature:			

	<b>ACCOMMODATION REGULATIONS</b> <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 2 of 10

## CONTENTS

### **I. GENERAL PRINCIPLES**

#### **1. SCOPE**

#### **2. INTENDED USE**

#### **3. REFERENCE DOCUMENTS**

#### **4. DEFINITIONS AND ABBREVIATIONS**

### **II. DESCRIPTION OF REGULATIONS**

#### **5. Section I – General provisions**

#### **6. Section II – Accommodation Executive Office**

#### **7. Section III.1 – Ordinary accommodation of students**

#### **8. Section III.2 – Accommodation in the T22 dormitory**

#### **9. Section III.3 – UMPH dormitories**

#### **10. Section III.4 – Tie-break criteria for accommodation**

#### **11. Section IV – Extraordinary accommodation of students**

#### **12. Section IV.1 – Extraordinary accommodation in the T22 dormitory**

### **III. FINAL PROVISIONS**

	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 3 of 10

## Section I. GENERAL PRINCIPLES

### 1. SCOPE

**Art. 1** These Regulations set out the principles and methods by which the accommodation activity is carried out in the dormitories of UMPH Iasi for students who are *Romanian citizens and citizens of EU member states, EEA member states and of the Swiss Confederacy, enrolled in state funded programs and in programs based on a tuition fee in lei for **bachelor, master and PhD** education within UMPH Iasi.*

### 2. INTENDED USE

**Art. 2** These Regulations are applied to the *students mentioned at art. 1 via the Student Facilities Services of UMPH 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*

**Procedure PL- 58** – Activity of student accommodation;

**Law no. 1/2011** - *Law of National Education with later modifications and completions*

**OMEN no. 3392/2017** –*for setting out the General Criteria of granting scholarships and other forms of material support for the students of higher education state institutions full-time*

**OMENCS no. 6102/2016-** *for the approval of the Framework Methodology regarding the organization of admission to bachelor, master and PhD study cycles a*

### 4. DEFINITIONS AND ABBREVIATIONS

BEC – Accommodation Executive Office

CI – ID Card

## Section II. DESCRIPTION OF REGULATIONS

---

### 5. Sec. I: General provisions

	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 4 of 10

**Art. 3** *The student dormitories of UMPH Iasi are patrimonial units managed and used so that to provide accommodation and study conditions for the students mentioned at art. 1 Section I GENERAL PRINCIPLES.*

**Art. 4.** UMPH Iasi reserves the right to accommodate in dormitories only a part of its students *considering the limited places available* and in the extent in which the *spaces assigned for accommodation* are not subject to consolidation, rehabilitation or repair works.

**Art. 5.** *The students of UMPH Iasi have priority regarding accommodation. The future requests may be honored within the limit of available places and if there are no further requests from the students of UMPH Iasi.*

**Art. 6.** *Other students belonging to other universities of medicine may be accommodated during scientific communications / congresses / experience exchanges / summer practice within the limit of available places based on a request approved by BEC.*

**Art. 7.** The student categories not being able to receive accommodation in the university dormitories are:

- Those who have a stable domicile in Iasi Municipality
- Those who have offences for which they received sanctions according to the Dormitory Regulations, *Rules governing bachelor's studies or the Code of Ethics*
- Those who in the previous years did not use correctly the accommodation spaces, have degrade or failed to maintain the spaces according to the specific rules
- Those who attempted to sell the dormitory place in previous years.

**Art.8** **The accommodation process** is an action made by the Accommodation Commission consisting of:

President – Head of the Student Facilities Service

Members – Four representatives of the students organized in BEC

- One delegate of the students represented in the Senate of UMPH Iasi

Secretary – One person appoint within the Student Facilities Services

The students organized in BEC are also the representatives of master and PhD students since the number of requests for accommodation is small.

**Art. 9.** The duties of the accommodation commission are:

- Setting up the schedule of the accommodation process and its forwarding for approval to the Board of Directors
- Percentage calculation of accommodation places depending on the number of students who have no domicile in Iasi Municipality from each faculty, per specializations and academic year
- Solving the deficiencies that occurred during the period of submitting the requests
- Generating the ranking from the R-student IT program based on the points and options of the students
- Receiving and solving the appeals and the transfer requests
- Distribution per rooms inside the dormitories of students who obtained accommodation according to the ranking.
- During the academic years, the organization of extraordinary accommodation sessions.

	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 5 of 10

**Art. 10.** The UMPH dormitories are mixed with boys and girls to be accommodated in separate rooms.

**Art. 11.** The accommodation process is based on meritocracy and, at the same time, places based on social criteria are also available.

**Art. 12.** For the students enrolled in the 1<sup>st</sup> year, the admission average grade is taken into account. The Olympic students appear in the database with the grade of 10.

**Art. 13** For students of 2<sup>nd</sup>-6<sup>th</sup> year, the grades at the end of the previous year are taken into account.

**Art. 14.** *Beginning with the academic year 2019-2020, for the accommodation of the students of 2<sup>nd</sup>-6<sup>th</sup> year, the average grade at the end of the summer session will be taken into account.*

**Art. 15.** The students wishing to transfer to another room of the same dormitory may do so only by addressing the dormitory's administration and the only tie-break criteria if there are multiple transfer requests is the grading based on which he/she was accommodated in the respective dormitory.

**Art. 16.** The transfers between dormitories are made only in the following cases:

- Disciplinary transfer
- Special cases – medical cases, brother or sisters (with the transfer to the lowest ranked dormitories) or other extraordinary cases analyzed by BEC and endorsed by the Student Facilities Services

**Art. 17.** For the transfer to be carried out, the students will submit a transfer request to BEC according to the schedule or to the Student Facilities Service.

**Art. 18.** The students having a family submit their accommodation dossier to BEC or to the Student Facilities Services (students having a family are those classified at Section 1, art. 25).

**Art. 19.** The students who received accommodation will take their accommodation slip from the Student Facilities Service based on their ID Card.

**Art. 20** The electronic ranking for accommodation is made in an integrated management system based on the data officially communicated by the Deanships of the Faculties based on the average grades (score) and the order of options. The ranking is managed by the Student Facilities Services only of carrying out the accommodation session with the obligation to list and archive the documents.

**Art. 21.** For granting an accommodation place to eligible students, the following criteria are not taken into account: age, gender, religion, race, political affiliation of the candidate or his/her family, affiliation to legal organizations or to organizations with activities in accordance with the Romanian law, number of years spent at other educational institutions, studies carried out abroad.

**Art. 22** (1) The social cases are represented as follows:

- Orphan students of both parents, students coming from orphanages, students with disabilities
- Orphan students of one parent with an average net income per family member below the minimum wage

(2) The social cases are analyzed and their resolutions are adopted within limit of the available places distributed in the lowest ranked dormitory.

**Art. 23** The persons requesting a place in the dormitories of UMPH Iasi are forbidden to give gifts and/or undue benefits of any kind to BEC or to the accommodation commission supervising the activity of accommodation, otherwise they will lose their place.

**Art. 24** It is forbidden to offer the accommodation place (with or without material rewards)

**Art. 25** The students having a family are as follows: students of bachelor, master, PhD studies, full-time, based or not on a tuition fee, each of these categories fulfilling one of the conditions below:

- Married students both belonging to the University with at least one child
- University student with at least one child

	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 6 of 10

- Married male or female students belonging to the University with at least once child
- Married students belonging both to the University
- Married male or female student belonging to the University

**Art. 26** The results of the accommodation process will be posted on the University’s website

**Art. 27.** The appeals are submitted within 24 hours from posting the results to BEC. The appeals may include only the personal situation of the student and will be accompanied by supporting documents under the sanction of their rejection.

**Art. 28** The University has available no more than 10% of the accommodation fund of each dormitory used according to Annex 1 and 2.

## II. Accommodation Executive Office

**Art.29** (1) The Accommodation Executive Office consists of four members who are students accommodated in the previous years in dormitories appointed by the student organization recognized by the Senate (Society of Medicine Students, Society of Pharmacy Students, Society of Dentistry Students, Association of Bioengineering Students).

(2) The composition of BEC is approved by the Board of Directors at the proposal of the presidents of the student organizations.

**Art. 30.** BEC has its office in the E5 dormitory.

**Art. 31.** The following cases are incompatible with BEC membership:


1. Students who are also members of the dormitory committee
2. Students who are relatives of 1<sup>st</sup> and 2<sup>nd</sup> degree with the administrators or presidents of the dormitory committee or the University’s teaching staff
3. Students who have more than 2 sanctions recorded at the Student Facilities Service

**Art. 32.** The accommodation requests are validated only in the online interface and must be filled in by observing the application guidelines.

**Art. 33** The duties of BEC are as follows:

- Carrying out at least 2 unexpected controls per year in the dormitories in order to verify the authenticity of the dormitory’s Charter and such controls are completed with a report of findings to be communicated to the University’s Administrative Directorate
- Setting up a permanence schedule at BEC office in order to solve the possible issues brought by the students (reports, transfers etc.).
- Part of the commission handling the issues of students related to dormitories
- Participates together with the Student Facilities Service to the extraordinary accommodation sessions
- Verification and sending to the Student Facilities Service of any complaint related to the violation of the accommodation regulations.

**Art. 34.** The BEC members are no longer members via the decision of the organization which appointed the said member (violation of the regulations, accepting of undue benefits etc.). The replacement of a BEC member is approved by the Board of Directors at the proposal of the presidents of the student organizations.

	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 7 of 10

### III.1 Ordinary accommodation of students

**Art.35** The **ordinary accommodation** represents the accommodation process for the following academic year, a process carried out according to the accommodation schedule.

**Art. 36.** The Student Facilities Service posts the schedule related to such process which is approved by the Board of Directors.

**Art. 37.** Filling in the accommodation forms is made according to the approved schedule posted on the website with 15 days beforehand.

**Art. 38.** These forms are filled in online by accessing the personal account according to the guidelines.

**Art. 39** For the validation of the online form, the students must have no undue amounts to be paid to the administration.

**Art. 40.** The distribution per dormitories is made within the limit of available places based on the percentages calculated depending on the number of students with the domicile outside the city registered in each year, per each faculty/specialization and the main criteria is the score obtained in the previous year.

**Art. 41** The students having priority (social cases) who do not have the necessary score are distributed in the lowest ranked dormitory.

**Art. 42.** The distribution of rooms is made by BEC in cooperation with the manager of the respective dormitory and the priority is given to the following order:

- Students accommodated in the previous academic year in that room
- Students with the highest score

**Art. 43** For the distribution of students with brothers/sisters fulfilling the requirements, BEC will give priority, at their request, for the transfer of their brothers/sisters in the same dormitory respectively in the same room within the limit of available places only in the lowest ranked dormitory if all the students involved fulfill the accommodation criteria.

**Art. 44.** The students having a family, after filling in the online form, according to the schedule, submit their file together with the supporting documents to the Student Facilities Service.

The accommodation file of the students with families comprises the following documents:

- Copy of CI / passport for both spouses
- Certificate of student / from the employer / PhD / master student for both spouses
- Copy of marriage certificate
- Copy of birth certificate of the child (if applicable)
- File type dossier

**Art.45** The small rooms of the dormitories have a norm of 1 or 2 persons. When accommodating students in small rooms, the following priorities are taken into account:

1. Students have to be in their final academic years (6<sup>th</sup> for Medicine, 6<sup>th</sup> for Dentistry, 5<sup>th</sup> for Pharmacy, 4<sup>th</sup> for Bioengineering) in the order of the score obtained in the previous year
2. Students with the highest score (average grade)

**Art. 46.** For the small rooms and for room of two persons, no reductions are made regarding the number of students to be accommodated compared to the established norm.

**Art. 47.** A number of 3 students may be accommodated in a room of 4 accommodation places only in the following cases:

1. At least 2 students are in their final year provided that the students paid the dormitory fee for the unoccupied place



	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 8 of 10

2. The student is the president of the dormitory committee

3. At least one student is a BEC member

**Art. 48** The students in their final year may be accommodated in a number of 3 students per room having a capacity of 4 places only if there is a written request addressed to the Student Facilities Services and the said students will pay on a monthly basis the administrative fees until the end of the academic year.

**Art. 49.** The transfer requests between the dormitories are submitted to BEC during appeals and are made depending on the average grade (**no exchanges between persons are accepted**).

**Art. 50.** The students who were away with **Erasmus scholarship** in the 1<sup>st</sup> semester are accommodated based on the score obtained at the end of the year and those who were away in the 2<sup>nd</sup> semester or for the entire duration of the academic year will be accommodated based on the score obtained 2 years ago.

**Art. 51.** The accommodation places of students who are away for study within the Erasmus-Socrates programs in the 1<sup>st</sup> semester of the year may be allocated to other students until the holders are back.

**Art. 52.** The students having state funded scholarships or Romanian students from abroad except those enrolled in the 1<sup>st</sup> year **benefit from accommodation in the same conditions as students who are Romanian citizens except** the extraordinary accommodation sessions.

**Art. 53** The students **coming from foster care** must submit to the Student Facilities Services a file comprising the following documents:

- Request of the applicant for the reduction of the accommodation fee by 50%
- Copy of the student's ID
- Copy of the foster care document
- Copy of the student's birth certificate
- Student certificate

**Art. 54** The students with severe disabilities benefit from the reduction of the accommodation fee by 50% following the submission to the Student Facilities Service of the certificate attesting the situation mentioned according to Law no. 448/2006.

**Art. 55** For students coming from the General Directorates of Social Assistance and Child Protection, the accommodation fees will be paid by them.

**Art. 56.** After the distribution of the students on dormitories and rooms according to the schedule, the students have the obligation to take the accommodation slips from the Student Facilities Service according to the posted schedule.

**Art. 57** If a student fails to take his/her accommodation slip until the deadline, he/she has no longer the right to accommodation in the extraordinary sessions of the respective academic year.

**Art. 58.** If the accommodation place is renounced after the posting of the electronic ranking, either by absence or by submitting a request in this regarding until 30 September of the current year, the available places will be occupied in the second accommodation session.

**Art. 59.** Leaving the accommodation place after the expiry of the contractual term is made based on a request submitted to the dormitory administration until the 30<sup>th</sup> (31<sup>st</sup>) of the month and the student is considered removed starting from the first day of the following month with the obligation to fully pay the dormitory fees.



	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 9 of 10

### III.2 Accommodation in the T22 dormitory

**Art. 60** The priority order for accommodation in the T22 dormitory is:

1. Students with families enrolled to bachelor's studies
2. Master students with families
3. PhD students with families
4. Eligible students according to art. 1 (B and C entrances)

**Art. 61** The priority for the accommodation of students with families is the following:

1. Married male and female students belonging to the University with at least one child
2. Student with at least one child
3. Married male or female student belonging to the University with at least one child
4. Students, both spouses belonging to the University
5. Married male or female student belonging to the University

**III.3 The UMPH dormitories are ranked as follows:**

- **T22(A,B,C entrances) \*\*\*\*\***
- 1 Mai B \*\*\*\*\*
- E5 \*\*\*
- E1, 1 Dec. Pav. 9 and Pav.10 \*\*
- 1 Mai A \*

### III.4 Tie-break criteria for accommodation

**For 1<sup>st</sup> year students:** The accommodation criteria is the admission average grade. If two students have the same average grade, the tie-break criteria is the average grade of the high school graduation exam. If this average grade is also identical, the next criteria is the average grade of the admission test.

**For 2<sup>nd</sup> year students:** The accommodation criteria is the score obtained in the previous year. If two students from the same faculty have the same score, the tie-break criteria is the average grade of admission for the 1<sup>st</sup> year. If this average grade is also identical, the next criteria is the average grade of the high school graduation exam. If this average grade is also identical, the next criteria is the average grade of the admission test.

**For the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year students:** The accommodation criteria is the score obtained in the previous year. If two students have the same score, the tie-break criteria is the score obtained 2 years ago. If this score is identical the next criteria will be the score obtained 3 years ago.

### IV. Extraordinary accommodation of the students

**Art.62** The extraordinary accommodation of the students represents the accommodation of students between 1.11 and 31.07 for the places vacated during the year.

**Art. 63.** The extraordinary sessions are carried out at the beginning of each month.

**Art. 64.** The accommodation requests are submitted to the Student Facilities Service during the schedule. Their ID card is required.

**Art. 65.** The distribution per dormitories is made within the limit of the available places in the descending order of the scores and depending on options. If the number of requests is less than the

	<b>ACCOMMODATION REGULATIONS</b>  <b>CODE: RG-15</b>	Edition: 1
		Revision: 1
		Page: 10 of 10

available places, these accommodation sessions have no longer a competitive side and the places will be simply occupied to streamline the costs.

**Art. 66.** The students accommodated during the extraordinary session do not benefit from reductions of the number of persons accommodated per room.

#### **IV Extraordinary accommodation in the T22 dormitory**

**Art.67** The priority order for the extraordinary accommodation of students with families is:

5. Students with families enrolled to bachelor’s studies
6. Master students with families
7. PhD students with families
8. Eligible students according to art. 1 (B entrance)

**Art. 68** The priority for the accommodation of students with families is the following:

6. Married male and female students with at least one child
7. Student with at least one child
8. Married male or female student with at least one child
9. Students, both spouses
10. Married male or female student

#### **Section III. FINAL PROVISIONS**

---

**Art.69.** The approval of the Accommodation Regulations is made by the Senate of UMPH Iasi by open vote based on a simple majority.

**Art.70.** The modification of these Regulations will be done by the Senate of UMPH Iasi by open vote based on a simple majority.

**Approved by Senate Decision no. \_\_\_\_\_ of \_\_\_\_\_**

I, CUVINCIUC-AVIV ELENA, certified translator and interpreter for English, French and Italian, according to the license no. 2833 of 14 May 2000, issued by the Ministry of Justice, certify hereby the accuracy of the translation **from Romanian to English**, that the presented text was translated completely, without omissions and that, by translating it, the contents and the meaning of the document were not changed.

#### **CERTIFIED INTERPRETER AND TRANSLATOR**

\_\_\_\_\_  
**Elena CUVINCIUC-AVIV**  
**Mobil 0040 740 199878**  
**Email : [elena@euro-contact.ro](mailto:elena@euro-contact.ro)**  
**Website : [www.euro-contact.ro](http://www.euro-contact.ro)**