



MINISTERUL EDUCAȚIEI NAȚIONALE
UNIVERSITATEA „OVIDIUS“ DIN CONSTANȚA
SENAT

Aleea Universității nr. 1, Campus

tel/fax +40 241511512 ; e-mail: senat@univ-ovidius.ro

HS No. 1122 / 22.09.2014

REGULATIONS

for the organization and functioning of Student hostels and canteens

This Regulation is designed to meet the following regulations: Law no. 1/2011, Ministerial Order 3666/2012, "Ovidius" University of Constanta Charter and establishes the organization, management and operation of hostels where students stay "Ovidius" University of Constanta and canteens student.

CHAPTER I GENERAL PROVISIONS

Article 1 The home is a unit of the higher education institution intended to ensure living conditions and for students.

Article 2 Dormitories and canteens, their surrounding spaces, doorways what they serve and adjacent facilities belong to "Ovidius" University of Constanta and are designed to ensure living conditions, rest and study places for the students.

Article 3 The activities concerning the proper functioning of hostels, ensuring current repairs, maintenance, investment and capital repairs and other such works, disposal of garbage, safe hostels and canteens is coordinated by the Chief Administrative "Ovidius" University of Kansas who to submit for approval under the powers provided for in the Rules of Operation and Organization of the University, Organizational Charter "Ovidius" University of Constant.

Article 4 Dormitories and canteens operate throughout the academic year, excluding summer holidays foreseen in the structure of the academic year, when they close for carrying out of repairs and sanitation.

Federation of Student of the University "Ovidius" of Constanta and legally constituted organizations, affiliated Federation will seek to early summer holidays a number of places / rooms for carrying out certain activities according to the schedule attached to this application and approved by the Senate of "Ovidius" University of Constanta.

Part of the accommodation capacity may run hostels to accommodate the following situations:

- Students who engage in during the summer. They must submit proof of employment and housing application forms law.
- Students performing practice teaching. They will apply for accommodation and present a certificate from practice.
- Students during license sessions, dissertations, retakes, grade increases process or other educational activities. They will apply for accommodation together with supporting documentation for the didactic activity.
- Teachers performing didactic activities during the summer holidays. For this period will apply for accommodation.
- Administrative staff stayed according to the application filed at the beginning of the university year
- People involved in activities organized and/or hosted by "Ovidius" University of Constanta (symposia, summer schools, conferences, contests for teaching positions, doctoral exams etc.).
- The persons listed in protocols signed by "Ovidius" University of Constanta with other institutions.
- Resident physicians who work under the guidance of the teachers of "Ovidius" University of Constanta. They can be accommodated in reserved places limits on application targeted by the teacher coordinator and approved by leading faculty. Number of rooms reserved, number of seats in the dorm room and directed the place to stay will be approved in the Board of Administration
- Academics and researchers from the country or abroad seeking accommodation, with a fee, with the approval of the responsible vice rector.

Applications for accommodation during the summer in student dormitories for all categories of persons will be approved by the Board of Directors of "Ovidius" University of Constant.

Accommodation will be made on contract basis at rates approved the Board of Directors.

By way of exception accommodation in the homes of people, during the summer, may be approved on application management "Ovidius" University of Constanta resolution without contract hire.

Article 5 investment plan works, rehabilitation and equipping of homes is issued by the General Administration and is subject to approval by the Board of Directors.

Article 6 effective administration of the hostel is done by the hostel's administrator dorm student support committee, under the direct coordination of the General Administration and Vice-Rector in charge of relations with students, alumni and training continue.

Committees student dorm is called FOS-UOC and affiliated leagues, legally, following the final list to be communicated to the Director General Administrative until November 1 and transmitted to the Senate committee with image, communication and student issues.

Article 7 The Board of Directors of "Ovidius" University of Constanta will review, on a quarterly basis, the report of activity for the hostels based on a business plan drafted by the administrator of each hostel; presentation will be made by General Administrative Director.

Article 8 The manager of the hostel manages the entire inventory, responding to the organization and optimal functioning of all activities in the home.

Article 9 To use space efficiently and correctly not for accommodation (halls, terraces) General Administrative Director shall make proposals which will forward them for approval by the Board of Directors. Funds from these activities will constitute its own revenues and will be used for the current needs of hostels and canteens.

Article 10 The security service of the hostels and canteens will be provided by their staff security staff supplemented as appropriate and authorized specialized companies under a service contract concluded with "Ovidius" University of Constanta. Duties personnel involved watch:

- a) To know and apply the provisions of this regulations;
- b) Comply with the provisions of Law no. 333/2003 as amended and supplemented subsequent;
- c) Not to leave the place where the service is during working hours
- d) To inform the administration (hostel's administrator) regarding problems related to time service;
- e) To provide, condescendingly, information which would be required any concerned person;
- f) To record in the registry book of the handover of the station watch;
- g) To legitimize people entering the home and record their identification data in the register of bears;exceptionally, visitors may remain until morning, and this is recorded in the register of the gate. Visitors will comply with this regulation.
- h) Write in the book of records any good material out of the home which have received approval prior.

Article 11 In accordance with art. 12 para. 2 letter c of OMECTS no. 3666/2012, students have the right to be represented in the structures of "Ovidius" University of Constanta managing social services.

Article 12 Students are required to be used properly, according to the established, all the amenities of home and to support the payment of any damages of any nature to the "Ovidius" University of Constanta, damages to be determined on the basis of research administrative.

Article 13 Students can receive grants for accommodation under art. 5 of Law No 205 of. 1/2011 amended and supplemented subsequent.

Tax reductions or exemptions from tax payment is granted according to law.

In order to reduce the fee or exemption from payment of the fee will be filed and recorded an application to Chief Operating Officer - Administration Service, Residential Education, accommodation and canteen, room 113, located in the home C1, floor 1, Blvd. Mamaia nr. 124.

The application will be approved by the university management on the basis of documents attesting that the applicant is in the situation stipulated by law to receive tax reduction or exemption from payment of the fee for directing fireplace.

The application for tax reduction or exemption from payment of tax for accommodation is not directed retroactive effect of its approval.

CHAPTER II ORGANIZATION OF ACCOMMODATION IN HOSTELS

Article 14 Of total accommodation capacity of student hostels, each year is subject to the approval of the University Board of Directors:

- a) State places for students with scholarships Romanian;
- b) Places for the preparatory year of scholars of the state Romanian;
- c) Sites for teachers teaching;
- d) Places for staff administrative;
- e) Seats for mobility programs student;
- f) Places for resident doctors assigned to teachers of "Ovidius" University of Constanta;
- g) People with cameras disabilities;
- h) Places for ethnic students Rome.

Rates applicable during the summer, included in the structure of the academic year, for the categories mentioned under a - h shall annually be approved by the Board of Directors of "Ovidius" University of Constanta.

For justified cases the Board of Directors can approve reductions or tax exemptions for teachers, administrative staff and resident doctors.

Article 15 The accommodations Romanian students (undergraduate, master and doctoral) will be distributed on faculties as proportionality between the number of students in the form of tuition free, residing at a distance greater than 40 km from the city of Constanta in each faculty and total number of students enrolled in education form without charge in the current academic year.

Directed dorm Romanian students in educational levels bachelor, master and PhD will be approved annually by the Board of Directors of "Ovidius" University of Constanta.

Article 16 seats attributed to each college students in some faculties will be awarded to those criteria hierarchy approved the Board of Directors of the University, after consultation FOS-UOC.

Article 17 ranking criteria of granting home places will be approved in the Board of Directors of "Ovidius" University of Constanta after consulting FOS-UOC. Approved criteria will be published on the website "Ovidius" University of Constanta - Info accommodations.

Article 18 request to award a place to stay in the dorm, filed and personal records to Chief Operating Officer or online using your personal UMS. The periods for submitting applications will be announced on the University website "Ovidius" Constanta - accommodation information.

Article 19 Accommodation dorm persons entitled under this regulation is under contract.

Exceptionally accommodation can be made on request by the management of the University approved the resolution without a contract.

People staying on request without lease are required to complete and sign the form provided by staff accommodation "Ovidius" University of Kansas who teaches chamber.

At the end of accommodation these persons are obliged to announce the reception room and hand over the key issue.

Article 20 The hostel accommodation, students sign the lease and get to use, based on the minutes, the goods in the room, making them aware of the rights and obligations they have in terms of activity in the home. The template of the lease is set annually by the Legal Service and Legal and General Administrative Director and approved by the Board of Directors.

Article 21 Receipt of students in the hostel administration is done by more than 4 days before the start of the academic year.

Article 22 Payment c./val. accommodation services provided on the basis of lease approved applications can be made with cash from tellers The University "Ovidius" of Constanta or payment order in the account opened at the Treasury Constanta City University. Any other form of payment is excluded.

C./val payment. accommodation services is made only in advance according to the lease agreement for the period in question requested in accommodation approved the resolution without concluding contract hire.

The signing of the rental agreement is subject to the payment in advance for fees for October Administration approved the Board of Directors of the University for students in the form of education fee.

Students accommodated in dormitories must submit to the General Administrative Directorate - Service Management, Learning Spaces, Bed and Canteen, with the sending address of certificate from the faculty secretary who is registered on the form of education with / without charge to adjust the flow created by signing the contract.

Filing late or non-submission of the requested document within attracts maintenance fee for directing dorm for education form with fee by the time the "Ovidius" University of Constanta can update reporting to the Ministry of Education the number of students which must receive grant.

Article 23 Students who have debts to the University "Ovidius" Constanta could not be accommodated until they prove payment of debts; They will be accommodated only in limited places left available.

Article 24 Access of persons accommodated in the hostel is done with an identification card issued at the hostel accommodation, a student card, targeted at both day and card based personal access code in fireplace.

All persons entering student hostels or there are already inside, must be legitimate if the persons authorized by the management of "Ovidius" University of Constanta request it. People who ask this in turn will legitimize the authority and act identity.

The directors "Ovidius" University of Constanta, teachers and administrative staff have the right to enter homes without a student card with personal code, card based access being provided security personnel. Security personnel is required to record in that register visit people.

The directors "Ovidius" University of Constanta faculties and organizational structures and staff deserverste homes can receive personal access card approval Rector.

Security personnel must ensure access in dormitories on the card security code, the students who for various reasons can not act control system accession.

Security personnel is obliged to record the event registers guard.

Article 25 The relations of cooperation between the General Administrative Director, student representatives and police carried out according to the protocol signed under the legislation in force. University police can perform any action to combat illegal activities and antisocial acts campuses respecting legislation, the provisions hereof and the Rules of Organization and Functioning of "Ovidius" University of Constant.

CHAPTER III THE STUDENT'S HOSTEL COMMITTEE (SHC)

Article 26 Students Hostel Committee (SHC) consists of students living in the hostel, motivated and willing to get involved in the management process and is designated by the FOS-UOC.

Article 27 Each hostel will have a president and a vice president of SHC, each with a term of 1 year; it must have student status and reside in the hostel; Vice President can be held and a head landing.

Article 28 The official request of the Chief Administrative or after the detection of deviations from this Regulation, the Code of Ethics academic or Charter Ovidius University, president of SHC may be suspended for a period of 30 days and be extended suspension up to 60 days; during the suspension of the President's powers be delegated Vice President.

Article 29 The President of SHC organizes:

- a) Sports, tourism and recreational activities;
- b) Social-household activities;
- c) Educational cultural activities in social spaces in student dormitories (symposia, roundtables etc.);
- d) Professional and scientific work, compliance with the program of study, tranquility and order etc ..

Article 30 Powers SHC:

- a) Provides knowledge and the rules of operation of the home by students accommodated in like me.

- b) Proposes to the University's board through the General Administrative Director, completion of equipping with bedding and other goods, necessary cleaning materials and providing some necessary items in cultural activities and social fun.
- c) Mediates collegiality and mutual respect within the conflicts that may arise between students stay in hostel.
- d) Public cooperate with law enforcement in cases of acts of violence or destruction.
- e) Performs periodic inspection of the rooms to identify deviations from the regulations and informs the administration of the University.
- f) Knows the situation in every room of the home and act to meet the obligations set out in this regulations.
- g) University board proposes, that the Board of Directors and major repairs to the building facilities and installations, repair furniture and bedding components.
- h) SHC chairmen may be exempted from the fee dorm and dorm Committees members eligible for the discount up to 50%; Applications for tax exemptions and reductions will be made with the approval of Administration.
- i) SHC presidents, administrators manholes and General Administrative Director will inform the Vice-Rector in charge of relations with students, alumni and continuous training and be subject to its approval all actions and activities that take place in homes and cafeteria "Ovidius" University of Constant.

Article 31 People staying in the dorm have the following rights:

- a) use reading rooms, kitchens, bathrooms and other spaces intended for use in common;
- b) make suggestions and proposals to the Director General Administrative Board or in connection with improvement of living and study fireplace;
- c) to use in a civilized manner installations and objects of common use of equipment home;
- d) to receive visits under this Regulation, but no later than the time 2. 3;
- e) dorm administrator to refer any situation which is contrary to the provisions of this Regulation and the social norms of coexistence in fireplace;
- f) be provided with medical care in the cabinet of fireplace;

People staying in the dorm **Article 32** shall:

- a) responsibly to know their duties with responsibility contract;
- b) submit an outfit and civilized behavior and take action against acts of indiscipline committed fireplace;
- c) use properly without damaging public property, electrical and plumbing in the minutes of instruction, annexed to the lease contract signed;
- d) to repay in full and in good goods received based on the minutes of instruction receipt;
- e) keep the cleaning on all spaces of the hostel;
- f) keep the room clean and do general cleaning of the room when leaving on vacation;
- g) to notify the hostel administrator any deviation from the provisions of this Regulation;
- h) keep the atmosphere of rest and peace of mind study;
- i) to respond to shortages and damage to the property room and the room and use spaces common;
- j) to legitimate request for security personnel and those controlling the fireplace;

- k) to pay directly to the educational institution, monthly, hostel fees. To pay the financial obligations to the hostel in accordance with the contractual obligations
- l) to comply with all provisions of an administrative nature UOC issued by the management or administration of the Service Learning Spaces, Residential Bed and Cantina displayed on the notice board and / or on-site UOC - Info section accommodations.

Article 33 Persons staying in the hostel are prohibited:

- a) Disturbing public matter method;
- b) The consumption and sale of alcoholic beverages, drugs and any hallucinogens and perform any other type of trade;
- c) Practicing gambling;
- d) Access to the hostel in state intoxication;
- e) Smoking in rooms and common spaces;
- f) Entering pets in the hostel or any other animals;
- g) Disposal of waste in the hallway and hostel offices, cooking inside the room;
- h) Alienation / subletting of accommodation that was assigned;
- i) Access to the roof home;
- j) The introduction and use in accommodation room of any electrical appliances, electrical, sanitary and thermal other than endowment camera;
- k) Sticking posters and notices in spaces that are not specially created with this purpose.

Article 34

- 1) For not following the provisions of this Regulation, depending on the seriousness of the act, the following sanctions shall apply:
 - a) Verbal reprimand.
 - b) Written notice.
 - c) Exclusion from hostel for a period from one semester up to 1 university year.
 - d) Permanent loss of accommodation during studies.
 - e) Expulsion for failing to provisions of art. 33 lit. b of this Regulation.
- 2) Penalties from point a and b will be applied by the General Administrative Director, in consultation with CSC and those in paragraphs c, d and e will be applied by the General Administration and Board of Directors of the University notifying the dean of the faculty at which is registered student sanctioned.
- 3) Case sanction shall be taken within 3 working days from finding misconduct and identify the author. The decision is communicated to the person sanctioned and Dean, for recording to file penalty student.
- 4) Students have the right to challenge the judgment sanctioned sanction within 2 working days from the date of notification of the decision sanctioning; appeal will be delivered to the General Registry of the institution and shall be settled by a commission appointed by the management of complaints university.
- 5) The sanctions will be applied by order of the Rector following the Commission's proposal for administrative research. It will be called for each one by the Rector's decision.

CHAPTER IV ORGANISATION OF STUDENTS CANTEENS

Article 35 (1) Student cafeteria operates under the Law of National Education and the Board of Directors of "Ovidius" University of Constanta.

(2) Student cafeteria reports to the General Administrative Director, responsible for organizing and functioning, as well as opening times and arrangements for catering.

Article 36 Student cafeteria work throughout the academic year; during the holidays is carried out cleaning and repairs current.

Article 37 All students enrolled at University "Ovidius" of Constanta, all members of the university community and those who are occasionally University can benefit of cafeteria services.

Article 38 Student cafeteria are set up and by decisions of the outgoing Board of Directors of "Ovidius" University of Constanta, they can work on subscriptions mass or regimen required "a la carte".

Article 39 The rights and obligations of consumers:

Rights:

- a) To notify the quantity and quality of food served to the General Administrative Director.
- b) To make proposals for improving the menu.
- c) To use the material goods of the canteen for serving table.

Obligations:

- a) Carefully use of material goods made room mood.
- b) Have a civilized attitude towards colleagues and the personnel of canteen.
- c) Keep cleanliness in the dining room in common use spaces and around canteen.
- d) People who eat in the cafeteria on site are prohibited from removing the dishes and cutlery canteen, cafeteria introduction of animals entering the food block, warehouses and depots, introduction and consumption of alcohol and folks products and substances banned law.
- e) People who cause damage to the premises or material goods cafeteria responsible for this process will continue to assess and recover from the guilty to damages.

CHAPTER V SANCTIONS

Article 40 University employees and / or students who favors accommodations fictitious or accommodation of persons not entitled shall be liable disciplinary or criminal material, according to situation.

Article 41 For the damage caused, the tenants will pay their value; in the case of missing guilty we will charge all involved jointly (room / landing / home / complex), on a trial basis statement, the committee concerned and / committees fireplace / head landing.

Article 42 Failure to pay accommodation fees, residents will be penalized with eviction from hostel, if the flow is older than one month after the resolution of the Directorate General Administration.

Article 43 Termination and discharge from the chamber is done for failure or improper fulfillment of contract obligations and / or behavior improperly.

Article 44 Upon entry into force of this Regulation repeals Regulation on Organization and Operation Student hostels and canteens approved and validated on 30.07.2012.

This Regulation was approved in the meeting of the Board of Directors dated 16.09.2014 Today, amended and approved in the meeting of the University Senate "Ovidius" Constanta dated 22.9.2014 and takes effect from that date.

Senate President "Ovidius" University of Constant

Professor Ion BOTESCU