

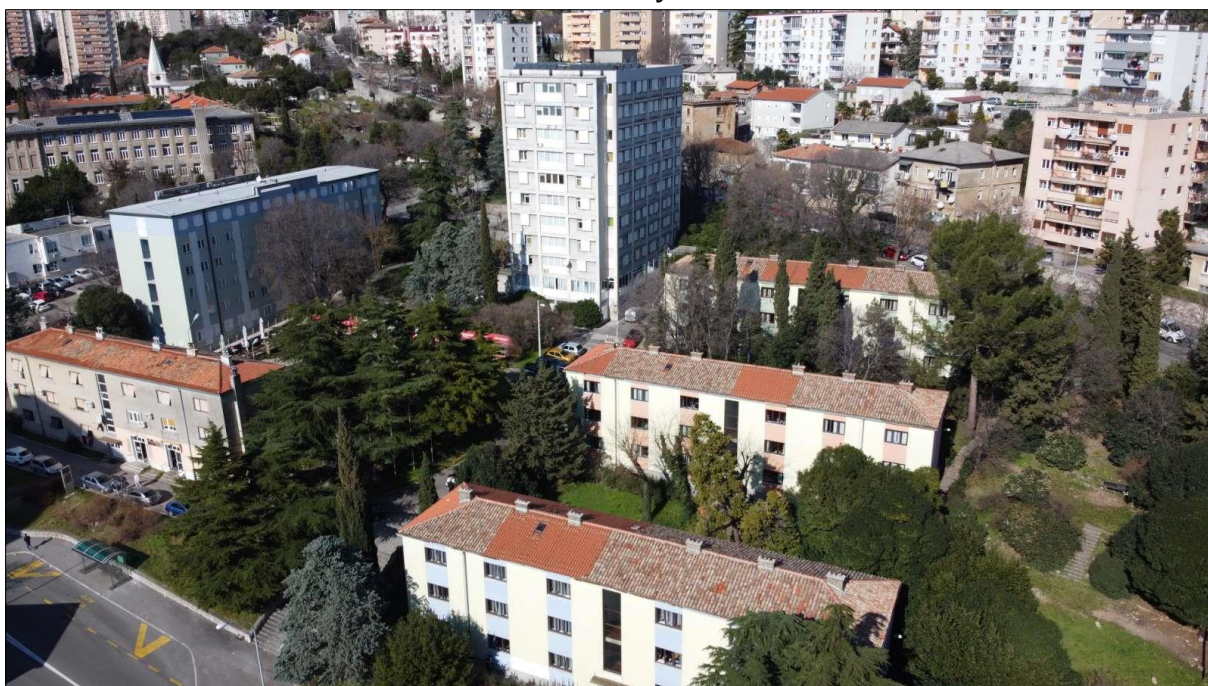


LIVING IN STUDENT DORMITORY IVAN GORAN KOVAČIĆ

Student Centre Rijeka offers accommodation in two student dormitories: Student dormitory Ivan Goran Kovačić and student dormitory Trsat. Student dormitory Ivan Goran Kovačić is located on the west side of Rijeka.

Student dormitory Ivan Goran Kovačić comprises five accommodation facilities in accordance with the needs and demands of students. The standards of living, eating, cultural and sport needs as well as safety of all residents are made to be at a satisfactory level for everyone. The dormitory is located in Rijeka at Franje Čandeka St. 4.

Picture 1. Student dormitory Ivan Goran Kovačić



Contact information

Student dormitory Ivan Goran Kovačić
Franje Čandeka St. 5
51000 Rijeka

Telephone number: 00385 51 672 422
Mobile phone number: 00385 99 265 3894
E-mail address: dom@scri.hr or drazen.vukelic@scri.uniri.hr

Introduction

This document was made for accommodation users in Student dormitory Ivan Goran Kovačić so they could find useful information about life in the dormitory as well as information on how to use other services provided by Student Centre Rijeka.

The terms used in this document that are marked with gender apply equally to the male and female gender.

Working hours and contact information

In case accommodation users have any questions, problems or want to use any of the services in Student dormitory Ivan Goran Kovačić (for example gym, student laundry etc.), the reception staff is there for them.

The reception of Student dormitory Ivan Goran Kovačić is located on the ground floor of pavilion 1 and is open every day (Monday to Sunday) 24 hours a day (during night, from 10:00pm to 07:00 am (22-07h) there is a night guard). Telephone numbers of the reception are **00385 51 672 422** and **00385 99 265 3894**.

The management of Student dormitory Ivan Goran Kovačić is located on the ground floor of pavilion 1 and is open from Monday to Friday from 07:00am to 03:00pm (07-15h). On Saturdays, Sundays and holidays, the management of Student dormitory Ivan Goran Kovačić is closed. Contact: dom@scri.hr

Emergency contacts

Emergency contacts: if there is a direct threat to health or safety of people and property in the accommodation facilities, accommodation users are required to inform the reception / night guard. Depending on the nature of the threat, users of accommodation are required to inform the appropriate services:



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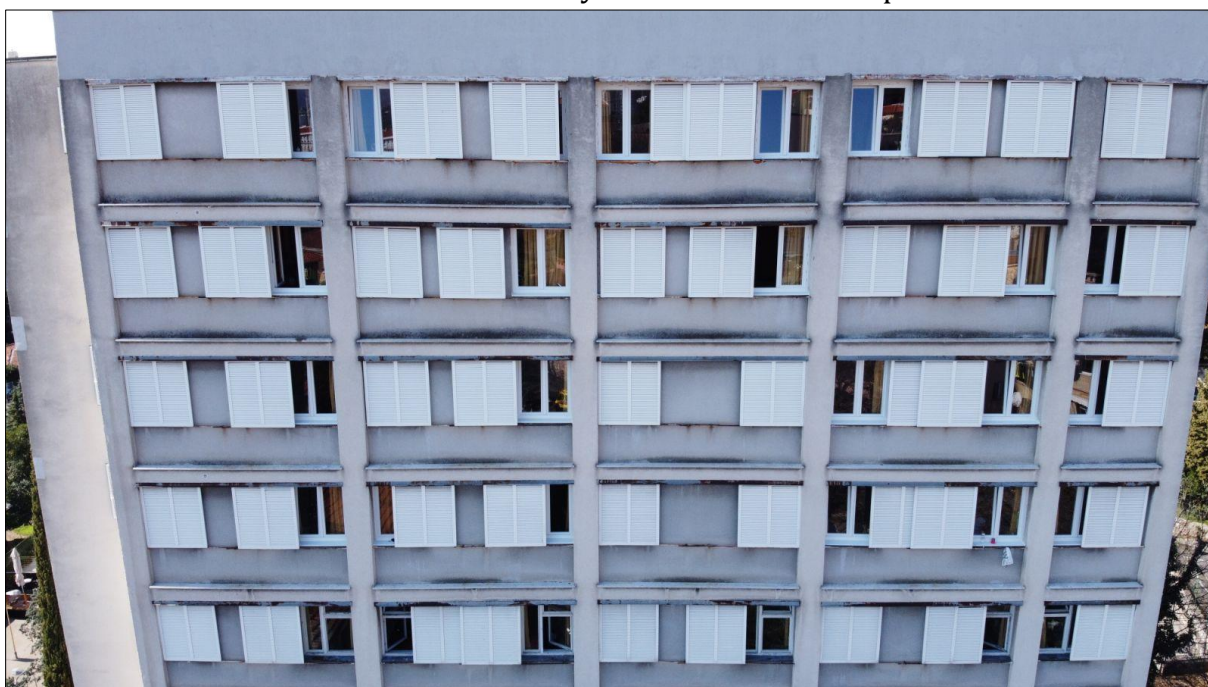
Dormitory map and facilities

Student dormitory Ivan Goran Kovačić consists of five pavilions: **pavilion 1** (basement, ground floor + 9 floors), **pavilion 2** (ground floor + 2 floors), **pavilion 3** (ground floor + 2 floors), **pavilion 4** (ground floor + 2 floors) and **pavilion 5** (basement, ground floor + 4 floors).

Picture 2. Student dormitory Ivan Goran Kovačić: pavilions 1, 2 and 5



Picture 3. Student dormitory Ivan Goran Kovačić: pavilion 1



The dormitory has **673 beds: 642 beds** for accommodating full time students from both the University and the Polytechnic of Rijeka, **16 beds** for accommodating professors, lecturers, scientists as well as other guests of the University and Polytechnic of Rijeka and **15 beds** intended for other guests.

Picture 4. Student dormitory Ivan Goran Kovačić: pavilions 1, 2, 3, 4 and 5



Pavilion 1: basement, ground floor and 9 floors

- ✓ Number of floors: basement, ground floor and 9 floors
- ✓ Total number of beds: 360
- ✓ Number of double rooms: 180
- ✓ Kitchenette on each floor
- ✓ Toilet on each floor: floors 1-4: 3 toilets, 2 urinals and 1 washbasin. Floors 5-9: 3 toilets and 1 washbasin.
- ✓ Bathroom on each floor: 7 sinks, 7 mirrors, 4 showers and 1 bath for washing clothes
- ✓ Room for ironing on each floor
- ✓ Computer room
- ✓ Small gym on ground floor and place for exercise on 9th floor
- ✓ Restaurant, snack bar and caffe bar Mini on the ground floor
- ✓ Laundry room in basement
- ✓ Room intended for throwing small-scale parties in basement
- ✓ Reception desk on the ground floor
- ✓ Pavilion has two elevators

Pictures 5. Student dormitory Ivan Goran Kovačić: pavilion 1



Pavilion 2: ground floor and 2 floors

- ✓ Number of floors: ground floor and 2 floors
- ✓ Total number of beds: 56
- ✓ Number of single rooms: 10
- ✓ Number of double rooms: 23
- ✓ Two kitchenettes on 1st and 2nd floor
- ✓ Bathroom with 3 washbasins, 3 mirrors and 4 showers; room with 3 washbasins and 3 mirrors as well as 2 toilets, each with 1 toilet and 1 urinal on ground floor
- ✓ On 1st and 2nd floor: 2 toilets, each with 1 toilet and 1 urinal and two rooms with 3 washbasins and 3 mirrors

Pavilion 3: ground floor and 2 floors

- ✓ Number of floors: ground floor and 2 floors
- ✓ Total number of beds: 58
- ✓ Number of single rooms: 10
- ✓ Number of double rooms: 24
- ✓ Two kitchenettes on 1st and 2nd floor
- ✓ Bathroom with 3 washbasins, 3 mirrors and 4 showers; room with 3 washbasins and 3 mirrors as well as 2 toilets, each with 1 toilet and 1 urinal on ground floor
- ✓ On 1st and 2nd floor: 2 toilets, each with 1 toilet and 1 urinal and two rooms with 3 washbasins and 3 mirrors



Pavilion 4: ground floor and 2 floors

- ✓ Number of floors: ground floor and 2 floors
- ✓ Total number of beds: 58
- ✓ Number of single rooms: 10
- ✓ Number of double rooms: 24
- ✓ Two kitchenettes on 1st and 2nd floor
- ✓ Bathroom with 3 washbasins, 3 mirrors and 4 showers; room with 3 washbasins and 3 mirrors and 2 toilets, each with 1 toilet and 1 urinal on ground floor
- ✓ On 1st and 2nd floor: 2 toilets, each with 1 toilet and 1 urinal and two rooms with 3 washbasins and 3 mirrors

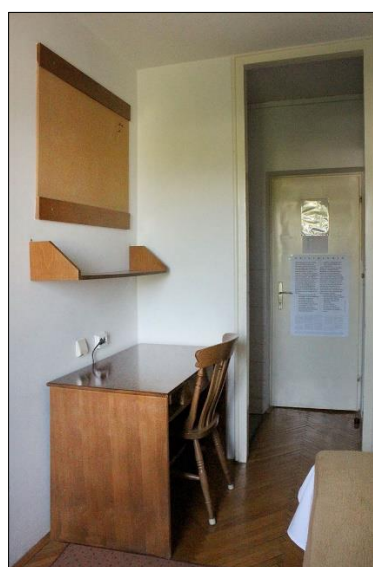
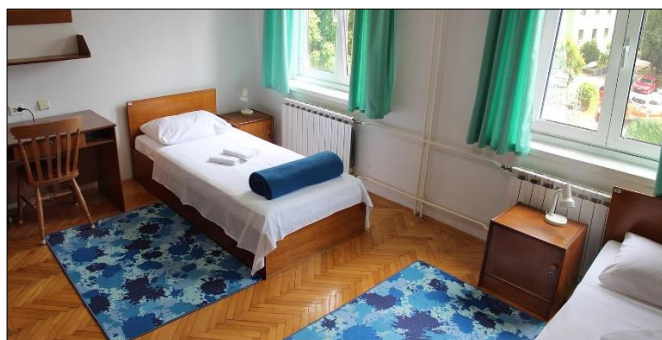
Pavilion 5: basement, ground floor and 4 floors

- ✓ Number of floors: basement, ground floor and 4 floors
- ✓ Total number of beds: 141
- ✓ Number of single rooms: 29
- ✓ Number of double rooms: 48
- ✓ Number of double bed apartments: 8
- ✓ Kitchenette on the ground floor, 1st; 2nd, 3rd and 4th floor
- ✓ Basement contains male and female sanitation facilities: 2 showers, 2 toilets, 3 washbasins and 3 mirrors for females and 2 showers, 3 toilets, 2 washbasins, 2 mirrors and 1 urinal for males.
- ✓ On the 1st floor: bathroom (3 showers, 2 washbasins, 2 mirrors and 1 bidet) and toilet (3 toilets, 2 urinals, 2 washbasins and 2 mirrors)
- ✓ On the 2nd floor: bathroom (3 showers, 2 washbasins, 2 mirrors and 1 bidet) and toilet (3 toilets, 4 washbasins and 4 mirrors)
- ✓ On the 3rd floor: bathroom (3 showers, 2 washbasins, 2 mirrors and 1 bidet) and toilet (3 toilets, 4 washbasins and 4 mirrors)
- ✓ On the 4th floor: 2 showers, 2 toilets, 2 washbasins and 2 mirrors
- ✓ Classroom on ground floor
- ✓ Living room for professors

Picture 6. Student dormitory Ivan Goran Kovačić: pavilion 5



Pictures 7. Student dormitory Ivan Goran Kovačić: pavilion 5

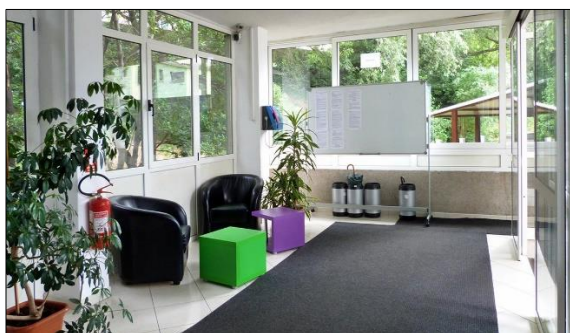


Along with the accommodation facilities, there are many **other facilities** for students and guests in and near Student dormitory Ivan Goran Kovačić.

Table 1. Other facilities in and near Student dormitory Ivan Goran Kovačić

Facility	Location
Gym	The room between the maintenance staff room and the terrace next to pavilion 1
Classroom	Ground floor of pavilion 5
IT Classroom	5 th floor of pavilion 1
Small classroom	8 th floor of pavilion 1
Workout room	9 th floor of pavilion 1
Laundry room	Basement of pavilion 1
Living room for professors	4 th floor of pavilion 5
Restaurant Mini	Ground floor of pavilion 1

Pictures 8. Student dormitory Ivan Goran Kovačić



Moving in

When moving in, accommodation users need to provide the staff with all the required documents. Each accommodation user must sign the **Contract for providing accommodation services** and **Confirmation of receipt of room inventory and equipment**. The accommodation user will also receive their **Accommodation user identity card** (dormitory card). Accommodation users must show their identity cards upon request of Student Centre Rijeka employees or other authorized personnel.



After moving in, Student Centre Rijeka will register accommodation user's stay in Student dormitory Ivan Goran Kovačić in accordance with the legislation of the Republic of Croatia.

Moving out

Moving out from Student dormitory Ivan Goran Kovačić should be announced by sending an e-mail to janja.barac@scri.uniri.hr or drazen.vukelic@scri.uniri.hr or by calling telephone numbers 00385 51 672 422 or 00385 99 265 3894 (reception) or in person at reception of Student dormitory Ivan Goran Kovačić.

Accommodation users can move out from Monday to Friday from 08:00 AM to 02:00 PM (8-14h). Moving out before 08:00 AM or after 02:00 PM or moving out on Saturdays, Sundays and holidays can be approved only in exceptional and justified situations with previous agreement with the management of Student dormitory Ivan Goran Kovačić.

Moving out includes:

- ✓ cleaning and arranging the room, room inventory and equipment,
- ✓ control of the room, room inventory and equipment and signing the Confirmation of receipt of room inventory and equipment by the accommodation user and employee of the Student Centre Rijeka (room inventory and equipment must be in proper condition),
- ✓ settlement of all debts (if they exist): accommodation fee, damage compensation (at the reception) and other possible debts,
- ✓ returning the pavilion and room keys,
- ✓ returning the dormitory card etc.

Moving out procedures and rules:

- ✓ Performing the moving out process by a roommate or by someone else is not possible unless the accommodation user has a written power of attorney from the user of the accommodation or in case of extraordinary circumstances.
- ✓ Before moving out, the accommodation user is obliged to clean and arrange the



room. When moving out, the room should be left in the same condition as it was found in when moving in. The accommodation user must check if all inventory and equipment from the Confirmation of receipt of room inventory and equipment is still in the room. In case anything is destroyed, damaged or missing, the accommodation user is obliged to buy the same or equivalent item or to pay damage compensation according to the price list. In case of any damage, it is not possible to move out without settling the damage compensation.

- ✓ After preparing the room, room inventory and equipment for inspection, the accommodation user takes their personal belongings from the room and calls the staff of the Student Centre Rijeka to inspect the room, room inventory and equipment. If the accommodation user destroyed or significantly damaged something or something is missing, the accommodation user will have to pay damage compensation according to the price list.
- ✓ After the inspection is complete, the accommodation user returns their keys and dormitory card to the authorized person of the Student Centre Rijeka (receptionist) and leaves the room and pavillion.

More information on moving out is available in articles 34 and 35 of the Regulations of house rules and disciplinary responsibility of residents in the accommodation facilities of Student Centre Rijeka.

House rules

It is every accommodation user's obligation to understand and respect the **Regulations of house rules and disciplinary responsibility of residents in the accommodation facilities of Student Centre Rijeka**. You can find the Regulations on Student Centre Rijeka notice boards.

Accommodation users will receive the Regulations of house rules and disciplinary responsibility of residents in the accommodation facilities of Student Centre Rijeka on their e-mail addresses several times during academic year.

Student Centre Rijeka retains the right to control how accommodation user use their rights to accommodation at any time. If accommodation user violates the Regulations in any way, disciplinary measures will be imposed.

Safety

When there is immediate threat to the health and safety of people and property in the accommodation facilities, accommodation users **are required** to inform the accommodation manager, manager of the facility or an authorized person at the reception.

Depending on the nature of the threat, the appropriate service or the competent authorities (firefighters, emergency services, police, etc.) should be contacted. If a accommodation user notices a fire or risk of fire, they will, in accordance with their psycho-physiological abilities, try to eliminate the danger. This must be done by taking personal and other's safety into account. If the accommodation user fails to eliminate the danger, they **are obliged** to inform Student Centre Rijeka, the National Protection and Rescue Directorate (telephone number: 112), the fire department (telephone number: 193), ambulance (telephone number: 194) or/and the police (telephone number: 192).



During their stay and especially in the case of exceptional circumstances, accommodation users **are required** to comply with all the provisions of the Regulations regarding Fire safety, the Environmental Protection Act, Evacuation plan along with other normative acts, rules and instructions of the authorized service engaged in a particular situation. All instructions and notices are located in the rooms of the users and the common areas of the accommodation facilities. Upon arrival at the accommodation facility, the accommodation users **is obliged** to inform themselves about the fire escapes, placement of fire extinguishers and hydrants as well as the evacuation plan. The accommodation user is obliged to carry out general safety measures, fire protection measures, environment protection measures, measures against natural disasters, etc.

According to the Law on the Protection of the Population from Infectious Diseases, the accommodation user **is obliged** to report every case of disease or any suspected infectious disease, whether theirs or someone else's.

In case the accommodation user **did not participate in the evacuation drill**, they will be considered as trained and capable to do so (extinguish fire, evacuate). They will also be held liable in case of violating the Fire safety act. In case of inactivity during fire threat or if accommodation users refuse to evacuate, it will be considered that the decision was made on their own responsibility.

Actions purposefully committed for causing danger to people and property or any other activity that can cause danger will not be tolerated. The student dormitory is equipped with a fire alarm system. Any misuse of the fire alarm system will be sanctioned as it is considered to be a serious violation of Regulations.

Emergency exit doors are to be used only in case of emergency. It is forbidden to use emergency exit doors when there is not emergency. For daily entrance or exit you should use the main door in building. It is forbidden to leave emergency exit doors open.

Please be careful while **cooking**. Oil can catch fire in pans if not under control while on the cooktop.

It is strictly forbidden to use loads of electricity that are not property of Student Centre Rijeka.

It is strictly forbidden to allow non-residents of the dormitory who did not register at the reception to enter the pavilions and rooms. It is strictly forbidden to have visitors over outside visiting hours.

Reminder: In order to prevent the infection and spread of virus SARS-CoV-2, persons who are not accommodation users in accommodation facilities of the Student Centre Rijeka are not allowed to enter in accommodation facilities of the Student Centre Rijeka.

If you find yourself stuck in an **elevator**, please keep calm and call for help.

When entering in rooms, Student Centre Rijeka's staff must have identification card with the name and the first letter of the surname. User of accommodation should not let in room person who does not have the identification card.

Malfunction and damage report

Every accommodation user is obliged to report any malfunction or damage in the building, room, inventory or installations that they come across. Damage is reported via the link:

<https://ticket.scri.hr/>

or on e-mail address:

ts.podrska.igk@scri.hr

Please write a brief description and location (room/space) of damage in the subject of the e-mail.



Picture 9. Student Centre Rijeka's support system



The screenshot shows the web interface of the Student Centre Rijeka's support system. At the top, there is a blue header with the logo and name 'STUDENTSKI CENTAR RIJEKA'. To the right of the header, there are links for 'Gost' and 'Prijava'. Below the header, there is a navigation bar with three items: 'Naslovna Tehničke podrške', 'Otvoriti novi zahtjev', and 'Provjeriti status kartice'. The main content area has a blue heading 'Dobrodošli u sustav za podršku SCRI'. Below this, there is a message: 'Potrebna je valjana e-mail adresa za prijavu.' To the right of this message are two buttons: 'Otvoriti novi zahtjev' (blue) and 'Provjeriti status kartice' (green). Below the buttons, there is a section titled 'Korisnici zahtjeve podnose na jedan od sljedećih načina:' followed by a list of instructions and email addresses for submitting requests. At the bottom, there is a section titled 'Pravila privatnosti' with a paragraph of text.

STUDENTSKI
CENTAR
RIJEKA

Gost | Prijava

Naslovna Tehničke podrške Otvoriti novi zahtjev Provjeriti status kartice

Dobrodošli u sustav za podršku SCRI

Potrebna je valjana e-mail adresa za prijavu.

Otvoriti novi zahtjev

Provjeriti status kartice

Korisnici zahtjeve podnose na jedan od sljedećih načina:

- slanjem poruke sa E-mail adrese čime se zahtjev automatizmom unosi u sustav za podršku na jednu od sljedećih E-mail adrese:
 - it.podrska@scri.hr - za **informatičku** podršku za djelatnike SCRI
 - it.podrska.igk@scri.hr - za **informatičku** podršku za studente u SN IGK
 - it.podrska.trsat@scri.hr - za **informatičku** podršku za studente u SN Trsat
 - ts.podrska.igk@scri.hr - za **tehničku** podršku u SN IGK
 - ts.podrska.trsat@scri.hr - za **tehničku** podršku u SN Trsat
 - ts.restorani@scri.hr - za **tehničku** podršku na ostalim lokacijama SCRI
- popunjavanjem obrasca putem web sučelja na adresi <https://ticket.scri.hr>
- telefonskim pozivom na broj u slučaju nedostupnosti službenog E-maila i web sučelja.

Pravila privatnosti

Studentski centar Rijeka posebnu pažnju poklanja zaštiti osobnih podataka svojih korisnika. Svi podaci o korisniku koriste se isključivo u svrhu za koju su prikupljeni. Studentski centar Rijeka ni pod kojim uvjetima neće iste učiniti dostupnima trećoj strani, osim u slučaju kada je takva obaveza regulirana zakonom.

Temeljem Opće uredbe o zaštiti podataka Europskog parlamenta i vijeća 2016/679. svaki ispitanik ima pravo dobiti od voditelja obrade potvrdu obrađuju li se osobni podaci koji se odnose na njega te ako se takvi osobni podaci obrađuju, pristup osobnim podacima.

Paying for accommodation

Invoices for each month of accommodation are usually delivered to users at the beginning of the month via e-mail. Invoices can be paid:

- with a debit card at the reception of Student dormitory Ivan Goran Kovačić from Monday to Friday from 08:00am to 02:00pm;
- through internet banking;
- in post office;
- in bank.

Accommodation users are obliged to pay their accommodation invoices **until the date indicated on the invoice**. We kindly ask of users to pay special attention to payment information when paying. All payment information must be correct.

Not paying accommodation fees will not be tolerated. If the accommodation user does not settle their accommodation fees within the period specified on the invoice, Student Centre Rijeka will take the necessary steps for recovery of claims.



The **price list** of accommodation and other services is available at the reception of Student dormitory Ivan Goran Kovačić.

Price list of accommodation services you can also find on our web page.

Receiving inventory and equipment

Accommodation users receive equipment that contains immovable and movable property as specified in the **Confirmation of receipt of room inventory and equipment**. The accommodation user **is obliged to compensate any damage** they made on the property of the Student Centre Rijeka in accordance with the damage price list located at the reception. The accommodation user will be liable to **disciplinary** action if the damage is done intentionally or by negligence.

Students may come to the reception at any time and see which immovable and movable property they received.

When moving in, the accommodation user is obliged to check the room, room inventory and equipment to see if everything is in order and check if all room inventory and equipment listed in Confirmation of receipt of room inventory and equipment is in its place. After determining that the listed inventory and equipment are in proper condition and that the accommodation unit contains all the inventory and equipment listed in the Confirmation of receipt of room inventory and equipment, the accommodation user signs the Confirmation of receipt of room inventory and equipment. The accommodation user is obliged to return the signed Confirmation of receipt of room inventory and equipment to the reception staff **within 10 days from moving in**.

If the accommodation user does not do so, it will be considered that everything is in order and that the listed inventory and equipment is in good condition as well as that the accommodation unit contains all the inventory and equipment listed in the Confirmation of receipt of room inventory and equipment. Please check your rooms, room inventory and equipment well. If something is missing or you have complaints about the state of the inventory, equipment, walls, floors, kitchen, bathroom, loggia, etc. you must write it down on the Confirmation of receipt of room inventory and equipment.

If the accommodation user does not return the Confirmation of receipt of room inventory and equipment signed and filled out upon completing the move-in process, it will be considered that the accommodation user received all inventory and equipment listed and that they did not see any damage or errors; i.e. that the accommodation user has no complaints.

Picture 10. Confirmation of receipt of room inventory and equipment

UNIVERSITY OF RIJEKA – STUDENT CENTRE RIJEKA Student dormitory „Ivan Goran Kovačić“				Pavilion _____ Room _____			
Guest's name and surname _____							
Confirmation of receipt of room inventory and equipment							
I confirm that I have received the following inventory and equipment:							
	Inventory and equipment	Received	Returned		Inventory and equipment	Received	Returned
1	Bed	1	1	12	Hanger	1	1
2	Mattress	1	1	13	Umbrella stand	1	1
3	Mattress cover	1	1	14	Trash bin	1	1
4	Pillow	1	1	15	Table lamp	1	1
5	Pillowcase	1	1	16	Curtain	1	1
6	Sheet	2	2	17	Ceiling light	1	1
7	Blanket	2	2	18	Room key	1	1
8	Nightstand	1	1	19	Glass	1	1
9	Closet	1	1	20	Pavilion key	1	1
10	Chair	1	1	21	Extension cable	1	1
11	Book shelf	1	1	22	_____	—	—
Comments at receipt of room inventory and equipment _____							
Receipt date _____							
Discharge date _____							
(Guest's signature)				(Employee's signature)			

Maintaining the cleanliness of rooms and common areas

The accommodation users must keep their rooms tidy and clean on a daily basis. Accommodation users must pay attention to the rational use of electricity, heat, water and so on. When leaving the room, accommodation users are obliged to take their card with them and make sure all windows are closed.

Accommodation users are obliged to take out the trash from their rooms. We suggest making a **cleaning plan** with your roommates.

Important: there is a room in each pavilion containing cleaning supplies (broom, bucket, mop, rags, vacuum cleaner etc.). The key is at the reception.



Student Centre Rijeka's staff is in charge of common area cleanliness (toilets, hallways, classroom, gym, student laundry etc.).




Taking care of the environment

During your stay in the accommodation facilities of Student Centre Rijeka, please pay attention to the following:

- ✓ If heating is on and the room temperature is too high, do not open the windows because you will waste heat. Instead, you should turn heating off;
- ✓ Do not open windows when cooling is on. Instead, you should turn the cooling off;
- ✓ When making a purchase think about protecting the environment;
- ✓ Do not buy products with unnecessary packaging;
- ✓ Buy products in returnable bottles;
- ✓ Avoid buying and using plastic products;
- ✓ Reduce the use of disposable products;
- ✓ Replace ordinary batteries with rechargeable ones;
- ✓ Use non-phosphate based detergents. Use non-toxic cleaning products instead of dangerous cleaning chemicals;
- ✓ Do it yourself: use natural fabric softener along with natural cleaners and disinfectants;
- ✓ Do not throw away toxic chemicals in the trash. Toxic and dangerous waste (medicine, waste batteries, paints, pesticide etc.) is collected separately. For more information on that type of waste, ask about it at the place you got it from, on the Internet, or call the free info number 0800 99 99 00 where you can reach the utility company "Čistoća";
- ✓ Pay bills online in order to save paper;
- ✓ Pay attention to rational water consumption;
- ✓ Pay attention to rational use of electrical energy. Turn off electronical devices when they are not in use. Avoid *stand by* mode;
- ✓ Sort the waste.



Table 2. Trash cans

Name of trash can	What it looks like	What it stores and what is important
1. Blue trash can		<ul style="list-style-type: none"> - Stores: newspapers, magazines, flyers, catalogs, notebooks, books, writing and computer paper, paper bags, letters, folders, cardboard etc. - What is important: cardboard boxes should be folded in a way that they take up less space, all unwanted substances (plastic, Styrofoam etc.) should be removed from paper and cardboard, it is also necessary to pay attention that they are not dirty
2. Orange trash can		<ul style="list-style-type: none"> - Stores: bottles and jars of all colors - What is important: glass must be emptied and rinsed, caps must be removed.
3. Yellow trash can		<ul style="list-style-type: none"> - Stores plastic: bags, foils, films, bubble packs marked with PE-HD, PE-LD, PP etc.; plastic bottles, bottles of medication marked with PE-HD, PE-LD, PP; cups and containers for dairy products marked with PS and PP; Styrofoam bags, foam package marked with EPS and similar; other plastic product (plastic plates, plastic cutlery and so on) marked with PE-HD, PP, PVC, PS, PET etc.. - Stores metal: empty food cans, other smaller metal items. - Stores tetra packaging: packaging for milk and dairy, fruit juices, water, sauces, soups, cheeses etc. - What is important: plastic, metal and tetra packaging must be emptied and rinsed. Please remove unwanted substances (cork, plastic parts etc.) and displace air in order to take up less space.

Name of trash can	What it looks like	What it stores and what is important
4. Green trash can		<ul style="list-style-type: none"> - Stores: all other waste, household bio-waste, hygienic pads, cork, ceramic and porcelain dishes, DVDs, CDs, lighters, chewing gum, rubber gloves etc. - What is important: all waste must be properly disposed of in closed bags.

Entering the pavilion, room and common areas

You enter the pavilion and room by using your keys.

Note: it is strictly forbidden for people who are not accommodation users to enter the pavilions if they did not check in at the reception beforehand.

Reminder: Due to the current epidemiological situation, visits to all accommodation users are not allowed! In order to prevent the infection and spread of virus SARS-CoV-2, Student Centre Rijeka decided to prohibit the entry of persons who are not accommodation users in accommodation facilities of the Student centre Rijeka.

You enter the classroom, gym and laundry room by using their respective key. Each time you want to use one of the facilities, you have to go to the reception and take a key.

Informing accommodation users and sending notices

Accommodation users receive important information, news, alerts, etc. via e-mail. We kindly ask accommodation users to check their inbox on a daily basis. Otherwise, you may miss important information.

We kindly ask accommodation users to come to the reception and notify us in case they changed their contact information (cell phone number, e-mail address etc.).

It is very important that accommodation users check their e-mails regularly.

Using the Internet

In all Student Centre Rijeka and University of Rijeka facilities, connection to the Internet is possible by using the CARNET network. To use the CARNET network, you need to have your own valid AAI@Edu.hr user account. The network in question is called **eduroam**.



To connect to the Internet, you must have a valid AAI@Edu.hr user account issued by your main institution (faculty). You can read the rules on the acceptable Internet use in the dormitory on the following link:

<https://www.srce.unizg.hr/usluge/studom/pravilnici>

In case of connection problems, at your disposal there are instructions for connecting to the Internet. You can find it on our web page.

Recommendations – online lectures

If you have online lectures, we would like to advise you to use the wired Internet connection. Due to the construction of the Student dormitory as well as the features of the Wi-Fi technology, wireless connection cannot be considered as a stable Internet connection for video streaming or tasks / projects (online lectures). A stable (wired) connection is necessary for those purposes.



In addition, unlike the Wi-Fi network where all users within signal reach are connected to one device and share speed in accordance with their usage (which can lead to lagging or ejection from the network), no such problem is present when using a wired connection. A wired-connected computer has its own bandwidth meaning the established connection is stable.

That is why it is extremely recommended to follow lectures or take exams while connected via wires.

Dangers of strong wind / rain

Strong wind and a lot of rain are not uncommon during the winter months in Rijeka. In case of strong wind, please:

- ✓ close all windows and doors and move away from the windows;
- ✓ stay inside the room/building;



- ✓ be careful when using the main doors – strong wind can knock them out from your hands which can cause major material and other damages;
- ✓ move in a bent position, in leeward, holding onto handrails and immovable objects;
- ✓ be careful because the roof tiles, façade, blinds, branches, boards, rocks etc. may fall;
- ✓ do not hide under trees;
- ✓ do not hide under the pavilions because objects could possibly fall from building;
- ✓ park your vehicle in the garage or in a lee.

We kindly ask users of accommodation to make sure all windows in the room are closed when leaving the room, especially if they will be out for a while.

If it is raining outside and you do not close the window, it is highly likely that water will damage the inside of the room. We would like to remind you that the accommodation user is obliged to compensate any damage he made on the property of Student Center Rijeka.

Mail

Accommodation users can receive registered and non-registered post.
All post must be addressed as follows:

*Studentsko naselje Ivan Goran Kovačić
Name and surname of accommodation user
Franje Čandeka St 4
51000 Rijeka
Hrvatska*

It is not necessary to write down the room number. The reception staff will receive your post and check the recipient's room number. Non-registered post will be delivered to mailboxes located at the reception.

Registered post stays at the reception. Accommodation users will be informed about receiving registered post. We kindly ask accommodation users to come to the reception to pick up their registered post.

Laundry room

The laundry room is located in the basement of pavilion 1. It is open every day, 24 hours a day. If necessary, working hours can be changed.



The laundry room is self-service, which means that accommodation users use the machines for washing and drying personal clothes. Accommodation users have to bring their own detergent and fabric softener.

Accommodation users who have a right to subsidized accommodation can use the laundry room free of charge and in unlimited quantities.

Accommodation users who don't have a right to subsidized accommodation use the laundry room according to the price list located at the reception.

Before taking their clothes to the laundry room, all accommodation users are required to read in detail all the instructions before using any devices.

You need to use a key to enter the laundry room. You can find it at the reception.

Bed linen change

Each accommodation user is entitled to two free linen (two sheets + pillowcase) changes per month. During the summer, this can be done up to four times a month. All you need to do is bring your dirty linen to the laundry room and exchange it for clean linen. If you need to have your linen be washed more often, you can pay for it according to the price list found at the reception.

Each accommodation user is entitled to one free blanket / pillow / mattress cover change per semester. If you need to have your blanket / pillow / mattress cover washed more often, you can pay for it according to the price list found at the reception.

You can change your linen **every two weeks according to the schedule located in the laundry room from Monday to Friday from 07:00 AM to 02:00 PM (7-14h)**. It is not possible to change your linen on Saturdays, Sundays and holidays.

Changing dirty for clean linen is only valid for linen belonging to Student Centre Rijeka. If the accommodation users bring the linen damaged or otherwise unacceptable (unremovable stains etc.), they can receive clean linen only after they compensate the damage at the dormitory reception.

Using the shared kitchens

Accommodation users use the shared kitchen located on the same floor as the accommodation user's accommodation unit (room). Accommodation users use their own dishes which must be washed immediately after use and taken to the room after drying.

Accommodation users should pack the food they put in the refrigerator in bags and label them with their name or surname.



Using the classroom

The classroom is located on the ground floor of pavilion 5. It is open every day, 24 hours a day. You need to use a key to enter the classroom. You can find it at the reception. We kindly ask accommodation users to be quiet and have consideration for users who are studying.

Before leaving, please make sure that you leave the room in the same condition as it was in when you got there. Please take your belongings with you before you leave.

Gym

The gym is located between the maintenance staff room and the terrace next to pavilion 1. The gym is open every day from 07:00 AM to 11:00 PM (7-23h), with an hour long break for cleaning and disinfection. The break will be held every day from 01:00 PM to 02:00 PM (13-14h).

Only those accommodation users who pay an annual membership fee according to the price list can use the gym. Each accommodation user who uses the gym must respect the Gym rules. Accommodation users can use the gym after they sign the Statement for gym usage. You can find the statement at the reception.

You can only enter the gym by using a key which you can also get at the reception.

Before leaving the gym, please make sure that you leave the area in the same condition as it was in when you got there. Please take your belongings with you before you leave.

Food service

The restaurant Mini is located on the ground floor of pavilion 1 in Student dormitory Ivan Goran Kovačić. In restaurant Mini, customers have several types of menus, various dishes, pizzas and brunch to go at their disposal.

There are many other restaurants and caffe bars under Student Center Rijeka at your disposal. You can find out more about working hours of caffe bars and restaurants on our web page.



Table 3. Working hours of caffe bars and restaurants under Student Center Rijeka

Name	Location
Buffet Medicinar	Braće Branchetta 20, Rijeka (Faculty of medicine)
Buffet Start	Radmile Matejčić 10, Rijeka (Science and Technology park-STEPRI)
Caffe bar Andrea	Radmile Matejčić 3, Rijeka (Faculty of Civil Engineering)
Caffe bar Infuzija	Viktora Cara Emina 5, Rijeka (Faculty of Health Care Studies)
Caffe bar Kampus	Radmile Matejčić 5, Rijeka (Restaurant Kampus)
Caffe bar Formula	Radmile Matejčić 2, Rijeka (Department of Biotechnology, Department of Physic, Department of Informatics, Department of Mathematics)
Caffe bar Reful	Sveučilišna avenija 4, Rijeka (Faculty of Humanities and Social Studies)
Caffe bar Uniri	Trg braće Mažuranića 10, Rijeka (University of Rijeka-Rectorate)
Restaurant Index	Krešimirova St. 18, Rijeka
Restaurant Kampus	Radmile Matejčić 5, Rijeka (Kampus)
Restaurant Mini	Franje Čandeka 4, Rijeka (Student dormitory Ivan Goran Kovačić)
Bistro Mul	Primorska St. 42, Ika (Faculty of Tourism and Hospitality Management)
Bistro Pomorac	Studentska St. 2, Rijeka (Faculty of Maritime Studies)
Bistro Pravri	Hahlić 6, Rijeka (Faculty of Law)
Bistro Riteh	Vukovarska St. 58, Rijeka (Faculty of Engineering)

Student shop

Next to cafe bar Akvarij, you can find the Student shop, a small grocery store.

Picture 11. Welcome to Student shop!



Student employment

Student service, which mediates between employer and employee (the student), is an important part of Student Center Rijeka. If they want to get a job/jobs, students need to become members of the Student service. It is possible to use the services provided by Student service on several locations.

Table 4. Student Service's locations

Location	Services
In the administration office of Student Center Rijeka (in pavilion 4 of Student dormitory Trsat) on the address Radmile Matejčić 5, Rijeka	All services provided by the Student Service
The counter in restaurant Index on the address Krešimirova St. 18, Rijeka	Issuing and submitting contracts, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.



In the entrance hall at the Faculty of Tourism and Hospitality Management on the address Primorska St. 42, Ika	Joining Student service, issuing and submitting contracts, issuing invoices, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.
On the 4th floor on Polytechnic of Rijeka on the address: Vukovarska St. 58, Rijeka	Issuing and submitting contracts, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.

You can find all information about student employment on the web page of Student Center Rijeka.

Student Centre Rijeka – Contact information

Student Centre Rijeka
Radmile Matejčić St. 5
51000 Rijeka
Croatia

E-mail address: scri.uniri@scri.hr

Web page: <https://www.scri.uniri.hr/>

Facebook pages:

- ✓ Student Centre Rijeka: <https://www.facebook.com/sc.rijeka>
- ✓ Student service: <https://www.facebook.com/studentservis.SCRI>
- ✓ Dormitory accommodation:
<https://www.facebook.com/domski.smjestaj.SCRI>
- ✓ Leisure: <https://www.facebook.com/slobodnovrijeme.SCRI>
- ✓ Private accommodation: <https://www.facebook.com/Privatnismjestaj.SCRI/>
- ✓ Photo group Baltazar:
<https://www.facebook.com/groups/185281518908347/>

Instagram:

- ✓ Student Centre Rijeka: <https://www.instagram.com/studentski.centar.rijeka/>
- ✓ čISTO%: <https://www.instagram.com/cisto.ida/>
- ✓ Photo group Baltazar:
https://www.instagram.com/uniri_foto_grupa_baltazar/?hl=hr

IMPORTANT: CONSIDERING THE CURRENT EPIDEMIOLOGICAL SITUATION AND THE MEASURES AND RECOMMENDATIONS ADOPTED, CERTAIN PARTS OF THIS BROCHURE MAY SOMETIMES NOT BE APPLICABLE. FOR THIS REASON, ACCOMMODATION USERS MUST BE INFORMED ABOUT CURRENT MEASURES, RECOMMENDATIONS AND INSTRUCTIONS OF THE STUDENT CENTRE RIJEKA.