



## **LIVING IN STUDENT DORMITORY TRSAT**

Student dormitory Trsat first opened in 2016. as a result of a project by the European Union and University of Rijeka. It is located in Rijeka at the address Radmile Matejčić St. 5.

Student Dormitory Trsat comprises three pavilions that are designed in a functional, organizational, architectural, technical, economic and spatial sense to provide quality living and studying conditions for its residents.

**Picture 1.** Student dormitory Trsat



### **Contact informations**

Student dormitory Trsat  
Radmile Matejčić St. 5  
51000 Rijeka

Telephone number: 00385 51 584 544  
Mobile phone number: 00385 99 469 6296  
E-mail address: dom@scri.hr

## Introduction

This document is for users of accommodation in Student dormitory Trsat who can find here a lot of useful informations about life in the dormitory and use of other services of 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 Trsat (for example gym, student laundry etc.), the reception staff is there for them.

**The reception of Student dormitory Trsat** is located on the ground floor of restaurant Kampus and is open every day (Monday to Sunday) 24 hours a day (during night, from 10:00pm to 06:00 am (22-06h) there is a night guard). Telephone numbers of the reception are **00385 51 584 544** and **00385 99 469 6296**.

**The management of Student dormitory Trsat** is located on the ground floor of restaurant Kampus 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 Trsat 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 Trsat consists of three pavilions: **pavilion 1** (ground floor + 6 floors), **pavilion 2** (ground floor + 6 floors) and **pavilion 4** (ground floor + 5 floors).

**Picture 2.** Student dormitory Trsat: pavilion 1 and 2

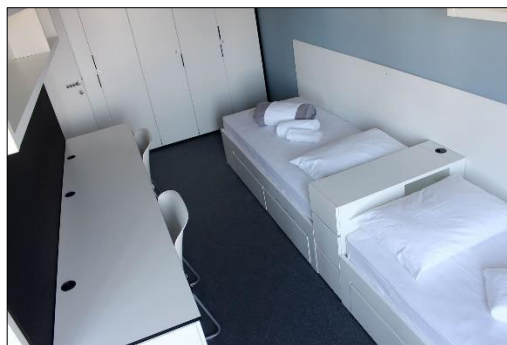
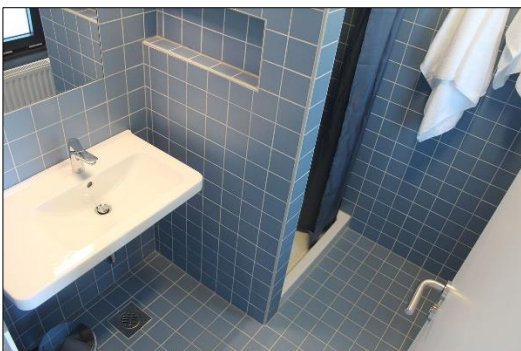
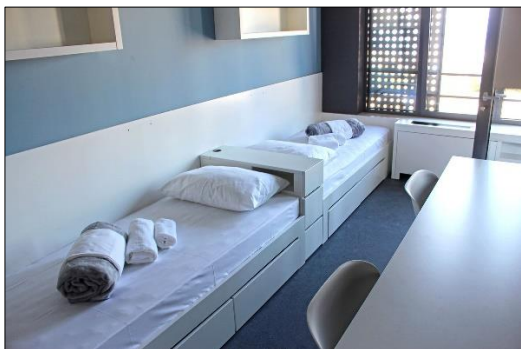


**Picture 3.** Student dormitory Trsat: pavilion 4



The dormitory has **754 beds** for accommodating of full time students from the University and the Polytechnic of Rijeka, exchange students, professors, scientists and other guests of the University and Polytechnic of Rijeka.

**Pictures 4.** Double room in Student dormitory Trsat



Accommodation in double room is organized in the way that four users of accommodation (in two double rooms) live in flat and share loggia, bathroom, toilet, kitchen and entryway.

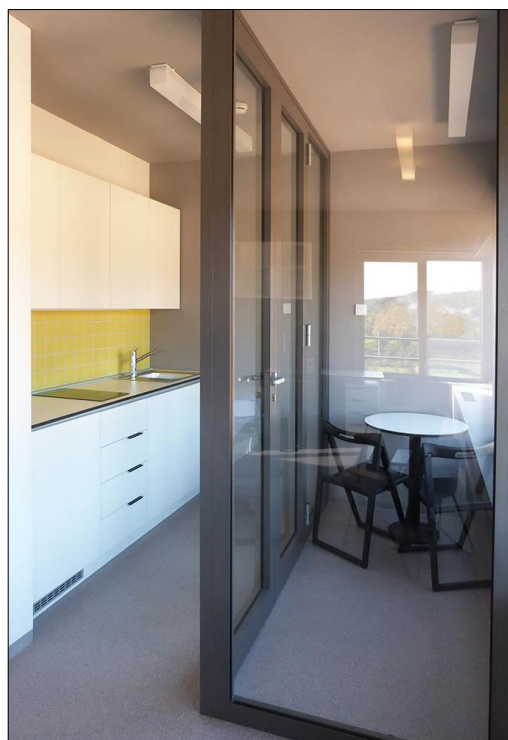
Accommodation in single bed apartment for student is organized in the way that one student uses their own room, kitchen, bathroom and entryway and share loggia with another student.

**Pictures 5.** Single bed apartment for student in Student dormitory Trsat



Accommodation in single bed apartment for professors is organized in the way that one person uses their own room, kitchen, bathroom and loggia.

**Pictures 6.** Single bed apartment for professors in Student dormitory Trsat



All accommodation units are equipped with furniture (bed, closet, shelves, working desk, dining table, chairs and so on), bedding set, towels and kitchen cloth. In kitchen there are: furniture, sink, cooker, small refrigerator and all necessary kitchen inventory. In bathroom there are: shower and washbasin. In toilet there are: toilet and a small washbasin. Each room has heating, cooling, wired and wireless internet connection.

**Pavilion 1: ground floor and six floors:**

- ✓ 32 single bed apartments for students
- ✓ 5 single rooms for disabled students
- ✓ 130 flats designed with two double rooms that share doorway, loggia, bathroom, toilet and kitchen
- ✓ Total number of toilets: 103
- ✓ Living room for students on 6<sup>th</sup> floor
- ✓ Place for exercising and gym on ground floor
- ✓ Infirmary on ground floor

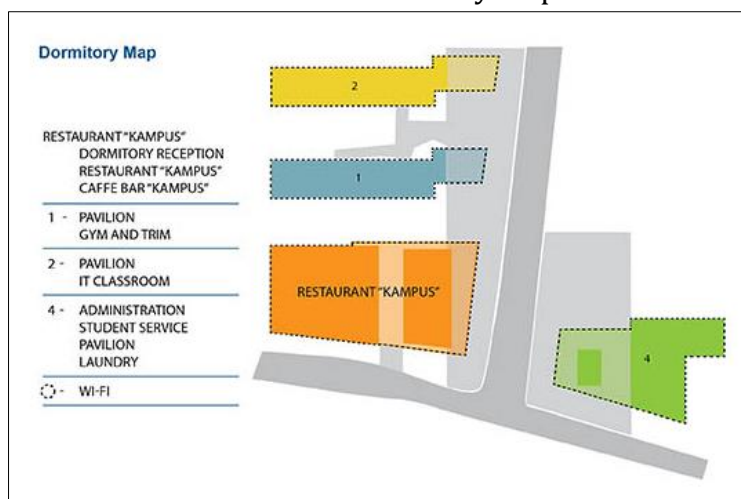
**Pavilion 2: ground floor and six floors:**

- ✓ 24 single bed apartments for professors teaching staff and other guests of the University of Rijeka
- ✓ 5 single rooms for disabled students
- ✓ 130 flats designed with two double rooms that share doorway, loggia, bathroom, toilet and kitchen
- ✓ Total number of toilets: 95
- ✓ Living room for professors on 6<sup>th</sup> floor
- ✓ IT classroom on ground floor

**Pavilion 4: ground floor and five floors:**

- ✓ 84 flats designed with two double rooms that share doorway, loggia, bathroom, toilet and kitchen
- ✓ Total number of toilets: 43
- ✓ Laundry room on ground floor

**Picture 7. Dormitory map**



Other than accommodation facilities, there are many **other facilities** for students and guests in and near Student dormitory Trsat.

**Table 1.** Other facilities in and near Student dormitory Trsat

Facilities	Location
<b>Gym and trim</b>	Ground floor of pavilion 1
<b>Infirmary</b>	Ground floor of pavilion 1
<b>Living room for students</b>	6 <sup>th</sup> floor of pavilion 1
<b>Living room for professors and other guests of the University and of Rijeka.</b>	6 <sup>th</sup> floor of pavilion 2
<b>IT Classroom</b>	Ground floor of pavilion 2
<b>Laundry</b>	Ground floor of pavilion 4
<b>Restaurant Kampus</b>	1 <sup>st</sup> floor of the building of restaurant Kampus
<b>Caffe bar Akvarij</b>	1 <sup>st</sup> floor of the building of restaurant Kampus
<b>Student shop</b>	

## Moving in

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



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

## Moving out

Moving out from Student dormitory Trsat should be announced by sending e-mail on the e-mail address: dom@scri.hr or (in case that user of accommodation can't send us e-mail) by calling telephone numbers 00385 51 584 544 or 00385 99 469 6296 (reception) or in person at reception of Student dormitory Trsat.



User of accommodation can move out from Monday to Friday from 08:00 AM to 3:30 PM (8-15:30h). Moving out before 08:00 AM or after 3:30 PM or moving out on Saturdays, Sundays and holidays can be made only in exceptional and justified situations with previous agreement with the management of Student dormitory Trsat. Contact: dom@scri.hr

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 user of accommodation 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 (payment of damage compensation will be made at the reception of Student dormitory Trsat) and other possible debts,
- ✓ returning the key and card for entering the pavilion and the room,
- ✓ returning the dormitory card etc.

Moving out procedures and rules:

- ✓ Moving out by a roommate or by someone else is not possible unless person has a written power of attorney from the user of the accommodation or in case of extraordinary circumstances.
- ✓ Before moving out, user of accommodation is obliged to clean and arrange the room. When moving out, room should be left in the same condition as it was found when moving in. User of accommodation must check if in the room there is all inventory and equipment from the Confirmation of receipt of room inventory and equipment. In case that anything is destroyed, damaged or missing, user of accommodation is obliged to buy the same or equivalent item or to pay damage compensation according to price list. In case of any damage, it is not possible to move out without settling the damage compensation.
- ✓ This applies only to users of accommodation from double rooms: before moving out, user of accommodation must put the dishes which is charged to him in a plastic box. In the next step, user of accommodation must arrange the inventory which he charge with the other roommates in order that our staff can check inventory as quickly as possible.
- ✓ After room, room inventory and equipment are prepared for the control, user of accommodation takes out from the room all personal stuff and values and invites the staff of the Student Centre Rijeka to make a control of room, room inventory and equipment. If user of accommodation has destroyed or significantly damaged something or something is missing, user of accommodation will have to pay damage compensation according to the price list. If something is missing from common dish in the double room, residents should establish who is responsible and who will pay damage compensation.
- ✓ In the end, user of accommodation returns keys and the card to the authorized person of the Student Centre Rijeka (to a receptionist) and leaves from Student dormitory Trsat.

You can find more informations about moving out 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 user of accommodation'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.

Users of accommodation 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 user of accommodation use their rights to accommodation at any time. If user of accommodation 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, users of accommodation **are required** to inform the accommodation manager, manager of the facility or an authorized person at the reception.



Depending of the nature of the threat, the appropriate service or the competent authorities (firefighters, emergency services, police, etc.) should be contacted. If user of accommodation 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 does not succeed in eliminating 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 accommodation 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 users of accommodation 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.

Please be careful when moving in area of Student dormitory Trsat due to the **possibility of falling of sun protection panels (blinds)** from pavilions. Please do not stay close to pavilions, especially not in the area of possible fall of sun protection panel (blinds). For entering in pavilions use only main entrance. It is strictly forbidden to remove the cord that connects the blinds (sun protection panels) in the pavilions because they might fall.

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.trsat@scri.hr](mailto:ts.podrska.trsat@scri.hr)

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

**Picture 8.** Student Centre Rijeka's support system



The screenshot shows the web interface of the Student Centre Rijeka support system. At the top, there is a header with the logo and name 'STUDENTSKI CENTAR RIJEKA'. Below the header, there is a navigation bar with links: 'Naslovna Tehničke podrške', 'Otvoriti novi zahtjev', and 'Provjeriti status kartice'. The main content area is titled 'Dobrodošli u sustav za podršku SCRI'. Below this, there is a message: 'Potrebna je valjana e-mail adresa za prijavu.' and two buttons: 'Otvoriti novi zahtjev' and 'Provjeriti status kartice'. The section 'Korisnici zahtjeve podnose na jedan od sljedećih načina:' lists several email addresses for different types of support: 'it.podrska@scri.hr' for general IT support, 'it.podrska.igk@scri.hr' for IGK students, 'it.podrska.trsat@scri.hr' for Trsat students, 'ts.podrska.igk@scri.hr' for IGK technical support, 'ts.podrska.trsat@scri.hr' for Trsat technical support, and 'ts.restorani@scri.hr' for other locations. It also mentions reporting via a web form at 'https://ticket.scri.hr' or by phone. At the bottom, there is a section 'Pravila privatnosti' with a disclaimer about data protection.

## 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 debit card at the reception of Student dormitory Trsat 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 Trsat.

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 user of accommodation **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.

User of accommodation can come to the reception at any time and see which immovable and movable property he received.

When moving in, the accommodation user is obliged to see the room, room inventory and equipment and check if everything is in good condition and if in the room there is all room

Picture 9. Pavilion 4





inventory and equipment listed in Confirmation of receipt of room inventory and equipment. If something is missing or if there is a damage to inventory and equipment, accommodation user enters that in Confirmation of receipt of room inventory and equipment.

After determining that the listed inventory and equipment are in good condition and that the accommodation unit contains all the inventory and equipment listed in the Confirmation of receipt of inventory and equipment, the accommodation user signs the Confirmation of receipt of inventory and equipment and brings it back **within 10 days from the day of moving in** to the reception.

If the accommodation user **does not return** the signed Confirmation of receipt of inventory and equipment to the Centre within 10 days of moving in, it will be considered that the accommodation user has received the inventory and equipment in good condition and that all accommodation and equipment is in the accommodation unit.

If something is missing or you have a remark, you should enter that in Confirmation of receipt of room inventory and equipment.



Picture 10. Confirmation of receipt of room inventory and equipment: double room

**STUDENT  
CENTRE  
RIJEKA**

**Student Dormitory "TRSAT"**  
Radmile Matejčić 5

PAVILION

DOUBLE ROOM

—

Guest's name and surname \_\_\_\_\_

### CONFIRMATION OF RECEIPT OF ROOM INVENTORY AND EQUIPMENT


I confirm that I have taken the following rental inventory and equipment:

No.	Inventory and equipment	Received	Returned
<b>DOORWAY</b>			
1	Entry door (doorknob, lock and key)	1	
2	Card reader	1	
3	Evacuation plan	1	
4	Hanger	1	
5	Shoes locker	1	
6	Ceiling light	1	
<b>ROOM</b>			
7	Door and lock	1	
8	Card holder	1	
9	Climate controller	1	
10	Working desk and locker (lock)	1	
11	Office chair	1	
12	Table lamp	1	
13	Cork board	1	
14	Underbed drawer	2	
15	Bed	1	
16	Bed base	1	
17	Mattress	1	
18	Shelf above the bed	1	
19	Locker with drawers (between beds)	1	
20	Shelf under the window	1	
21	Trash bin	1	
22	Separate locker (lock)	1	
23	Shelf above the table	1	
24	Roller blind - window	2	
25	Roller blind - door	2	
26	Hanger with 4 holders	1	
27	Closet (door, shelves, lock)	1 set	
28	Glass door (lock and key)	1	
29	Mirror	1	
30	Ceiling light	3	
31	Plastic stairs	1	
32	Plastic storage box for clothes	2	
33	Wooden hanger	4	
34	Key for lockers and closet	1	
<b>LOGGIA</b>			
35	Table	1	
36	Chair	1 of 4	
37	Glass wall with door	1	
38	Ceiling light	1	
<b>BATHROOM</b>			
39	Door and lock	1	
40	Trash bin	1	
41	Towel hanger	2 of 8	
42	Shower curtain with holder	1	
43	Shower set: head, tap, tube and holder	1	
44	Mirror	1	
45	Water sink	1	
46	Tap	1	
47	Light	2	
<b>TOILET</b>			
48	Door and lock	1	
49	Water sink	1	
50	Tap	1	
51	Toilet, seat and cover	1	
52	Flusher	1	
53	Toilet paper holder	1	
54	Toilet brush	1	
55	Mirror	1	
56	Trash bin		

No.	Inventory and equipment	Received	Returned
57	Towel hanger	1 of 4	
58	Ceiling light	1	
<b>KITCHEN</b>			
59	Hanger	1 of 3	
60	Built-in refrigerator	1	
61	Cooktop	1	
62	Kitchen furniture	1 set	
63	2 compartment recycle bin	1	
64	Tap	1	
65	Kitchen sink	1	
66	Batten	3	
67	Speakerphone	1	
68	Lights	3	
69	Glass	1 of 4	
70	Deep plate	2 of 8	
71	Plate	2 of 8	
72	Dessert plate	2 of 8	
73	Coffee spoon	3 of 12	
74	Table knife	2 of 8	
75	Table spoon	2 of 8	
76	Table fork	2 of 8	
77	Small salad bowl	2 of 8	
78	Cappuccino cup with bottom plate	2 of 8	
79	White coffee cup	2 of 8	
80	Big salad bowl	1	
81	Bread bowl	1	
82	Bread knife	1	
83	Small cooking pot	2	
84	Big cooking pot	2	
85	Kitchen board	1	
86	Water pitcher	1	
87	Set of knives with stand	1	
88	Pan with a handle	1	
89	Coffee pot	1	
90	Strainer	1	
91	Bottle opener with corkscrew	1	
92	Can opener	1	
93	French strainer	1	
94	Small ladle	1	
95	Big ladle	1	
96	Dish drainer	1	
97	Soup ladle	1	
98	Pot stand	2	
<b>ACCESSORIES</b>			
99	Sheet	2	
100	Blanket (gray)	2	
101	Pillow	1	
102	Pillow cover	1	
103	Pillowcase	1	
104	Mattress cover	1	
105	Towel big	1	
106	Towel small	2	
107	Dishtowel	1 of 4	
108	Clothes dryer stand	1	
109	Broom	1	
110	Dust pan and brush	1	
111	Cleaning set (string mop, bucket, strainer)	1	
112	Wall hanger	4	
113	Mailbox key	1	
114	Key with keychain	1	

Inventory of common usage
(continued overleaf) ►

**Picture 11.** Confirmation of receipt of room inventory and equipment: single room



**STUDENT  
CENTRE  
RIJEKA**

**Student Dormitory "TRSAT"**  
Radmile Matejčić 5

PAVILION

SINGLE ROOM

Guest's name and surname \_\_\_\_\_

### CONFIRMATION OF RECEIPT OF ROOM INVENTORY AND EQUIPMENT

I confirm that I have taken the following rental inventory and equipment:

No.	Inventory and equipment	Received	Returned
<b>DOORWAY</b>			
1	Entry door (doorknob, lock and key)	1	
2	Card reader	1	
3	Evacuation plan	1	
4	Closet (door, shelves, lock)	1 set	
<b>ROOM</b>			
5	Card reader	1	
6	Climate controller	1	
7	Working desk	1	
8	Office chair	1	
9	Table lamp	1	
10	Cork board	1	
11	Underbed drawer	2	
12	Bed	1	
13	Bed base	1	
14	Mattress	1	
15	Shelf under the window	1	
16	Trash bin	1	
17	Shelf above the table	1	
18	Roller blind - window	2	
19	Roller blind - door	1	
20	Hanger with 3 holders	1	
21	Nightstand	1	
22	Glass door (lock and key)	1	
23	Mirror	1	
24	Ceiling light	2	
25	Plastic stairs	1	
26	Plastic storage box for clothes	2	
27	Wooden hanger	4	
28	Closet key	1	
<b>LOGGIA</b>			
29	Table	1	
30	Chair	1 of 2	
31	Ceiling light	1	
<b>BATHROOM</b>			
32	Door and lock	1	
33	Trash bin	1	
34	Towel hanger	3	
35	Shower curtain with holder	1	
36	Shower set: head, tap, tube and holder	1	
37	Mirror	1	
38	Water sink	1	
39	Tap	1	
40	Light	2	
41	Toilet, seat and cover	1	
42	Flusher	1	
43	Toilet paper holder	1	
44	Toilet brush	1	
<b>KITCHEN</b>			
45	Hanger	3	
46	Built-in refrigerator	1	
47	Cooktop	1	
48	Kitchen furniture	1 set	

No.	Inventory and equipment	Received	Returned
49	2 compartment recycle bin	1	
50	Tap	1	
51	Kitchen sink	1	
52	Batten	3	
53	Speakerphone	1	
54	Light	1	
55	Glass	1	
56	Deep plate	2	
57	Plate	2	
58	Dessert plate	2	
59	Coffee spoon	3	
60	Table knife	2	
61	Table spoon	2	
62	Table fork	2	
63	Cappuccino cup with bottom plate	2	
64	White coffee cup	2	
65	Small salad bowl	2	
66	Big salad bowl	1	
67	Bread bowl	1	
68	Bread knife	1	
69	Small cooking pot	2	
70	Big cooking pot	2	
71	Kitchen board	1	
72	Water pitcher	1	
73	Set of knives with stand	1	
74	Pan with a handle	1	
75	Coffee pot	1	
76	Strainer	1	
77	Bottle opener with corkscrew	1	
78	Can opener	1	
79	French strainer	1	
80	Small ladle	1	
81	Big ladle	1	
82	Dish drainer	1	
83	Soup ladle	1	
84	Pot stand	2	
<b>ACCESSORIES</b>			
85	Sheet	2	
86	Blanket (gray)	2	
87	Pillow	1	
88	Pillow cover	1	
89	Pillowcase	1	
90	Mattress cover	1	
91	Towel big	1	
92	Towel small	2	
93	Dish towel	1	
94	Clothes dryer stand	1	
95	Broom	1	
96	Dust pan and brush	1	
97	Cleaning set (string mop, bucket, strainer)	1	
98	Wall hanger	4	
99	Mailbox key	1	
100	Key with keychain	1	

inventory of common usage
(continued overleaf) ►

## Maintaining the cleanliness of rooms and common areas

The accommodation users must keep their rooms tidy and clean on a daily basis. Users of accommodation must pay attention to the rational use of electricity, heat, water etc.

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. If you need it, on reception of Student dormitory Trsat you can borrow a **vacuum cleaner**.

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






## 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"> <li>- <b>Stores:</b> newspapers, magazines, flyers, catalogs, notebooks, books, writing and computer paper, paper bags, letters, folders, cardboard etc.</li> <li>- <b>What is important:</b> 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</li> </ul>
2. Orange trash can		<ul style="list-style-type: none"> <li>- <b>Stores:</b> bottles and jars of all colors</li> <li>- <b>What is important:</b> glass must be emptied and rinsed, caps must be removed.</li> </ul>
3. Yellow trash can		<ul style="list-style-type: none"> <li>- <b>Stores plastic:</b> 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..</li> <li>- <b>Stores metal:</b> empty food cans, other smaller metal items.</li> <li>- <b>Stores tetra packaging:</b> packaging for milk and dairy, fruit juices, water, sauces, soups, cheeses etc.</li> <li>- <b>What is important:</b> 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.</li> </ul>

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"> <li>- <b>Stores:</b> all other waste, household bio-waste, hygienic pads, cork, ceramic and porcelain dishes, DVDs, CDs, lighters, chewing gum, rubber gloves etc.</li> <li>- <b>What is important:</b> all waste must be properly disposed of in closed bags.</li> </ul>

## Entering the pavilion, room and common areas

You enter the pavilion and room by using your card programmed under your name and surname. To open the room and pavilion door you need to place the card on the card reader.

To enter the double rooms L and D (left and right) use the key you received upon check in. To enter your single bed apartments for students / single bed apartments for professors / single rooms for disabled students, you can use either the key or the card.

### Pictures 12. Entering the pavilion





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

**Reminder:** Due to the current epidemiological situation, visits to all users of accommodation 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 users of accommodation in accommodation facilities of the Student centre Rijeka.

You also use your card to enter the classroom and laundry room. Each time you want to use the gym, you have to go to the reception and sign in for a key.

## Informing accommodation users and sending notices

Users of accommodation 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 users of accommodation 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 user of accommodation check e-mails regularly.**

## Checking out books

It is possible to check out books at the reception of the dormitory. For more information, feel free to contact the reception staff.



## 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](mailto: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](mailto: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.

Notice: some rooms in pavilion 4 have a CISCO access point. It is strictly forbidden to move those devices. If you turn off the CISCO access point, that part of the building will have a weaker connection.

### **Recommendations – online lectures**

If you have online lectures, we want to advise you to use wired Internet connection. Due to the construction of the Student dormitory Trsat as well as the features of the WiFi technology, wireless connection can not be considered as a stable Internet connection for video streaming or tasks / projects (online lectures). For that stable (wired) connection is necessary.



In case of using WiFi network connectivity all users of accommodation are connected to one device and they need to share Internet speed. On the other side, in case of using wired connectivity users of accommodation will not have such a problem (connection is stable). Therefore, it is highly recommended to participate in online classes or access to exams by using wired connection to the Internet.

### **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 (i.e. blinds) 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 and loggia 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 Centre Rijeka.

## Instructions for using induction cooktops

Each room has an induction cooktop in the kitchen. Induction cooktops only work with induction kitchenware. If the kitchenware you are using does not have an induction base, the cooktop will not turn on. The kitchenware you receive when you move in has an induction base.

**Table 3.** Instructions for using induction cooktops

<p><b>1.</b> Press the  button for a few seconds - until the cooktop turns on.</p>	
<p><b>2.</b> You should choose whether you want to use the upper or lower part of the cooktop by pressing . You start the upper one by pressing  on the left side and lower by pressing  on the right side.</p>	
<p><b>3.</b> You regulate the heat by pressing  and .</p>	
<p><b>4.</b> To turn the cooktop off, press  for a few seconds.</p>	

All accommodation users are kindly asked to pay attention to airing out the room while cooking so the fire alarm does not go off. We would also like to point out that covering the smoke detector with anything at all is strictly forbidden. Abusing the fire detection system is considered a serious threat to safety.



Please be very careful while cooking. It is very dangerous to keep oil on pans for a longer time because it can catch fire if not controlled.

## Opening and closing the windows in the loggia

We kindly ask users of accommodation to make sure all windows in the room and loggia 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, but also the user of accommodation's personal belongings.

The window in the loggia (double room) is large and heavy so please be very careful when opening and closing said window. Please pay special attention to safety.

**Table 4.** Opening the window in the loggia of double room

<p>1. Grab the window handle and gently pull it towards you.</p>	
<p>2. Turn the handle counterclockwise (see photo).</p>	

3. Pull the handle towards you and open the window.



4. The window is open.






## Instructions for heating/cooling

Student Centre Rijeka supplies hot water and heat from 06:00am to 10:00pm (06-22h) according to the energy product supplier. We would like to inform user of accommodation located in the edge rooms that they might wait a while for hot water to reach their room. Energo, the energy product supplier, decides when the heating will turn on and off during the year (<https://energo.hr>).

Cooling in the accommodation facilities which have cooling machines will be provide in the period from 15<sup>th</sup> of June to 15<sup>th</sup> of July. Due to limited cooling capacity, the full cooling effect can't be achieved in some rooms.

In case of any problem, please report that via the link <https://ticket.scri.hr/> or send us an e-mail on address: [ts.podrska.trsat@scri.hr](mailto:ts.podrska.trsat@scri.hr)








**Table 5.** Display

<b>1. Display</b>	
23.5	Measured temperature display
t24.0	Setpoint adjustment display
OFF	Fan coil unit switched off
<b>2. Display messages</b>	
door OPEN	Front door open
	Window open
<b>3. Buttons of operation</b>	
  	Pushbutton for increasing setpoint in steps of 1°C
	Pushbutton for decreasing setpoint in steps of 1°C
	Pushbutton for switching air-condition OFF/ON and auto speed
<b>4. Notices:</b>	
<ul style="list-style-type: none"> <li>✓ The air conditioner does not work while the window or door is open</li> <li>✓ If the air conditionig is on auto you can't change the temperature</li> </ul>	

**Picture 13.** Control Board



**Table 6.** Instructions for heating / cooling

<p><b>1.</b> To enable heating or cooling control, you need to place the card into the card slot on the wall. If the card is not placed in the slot, heating and cooling is set automatically and it is then not possible to control it. If you open the windows or door, the heating / cooling will stop.</p>	
<p><b>2.</b> Heating and cooling is modified on the device seen on the picture.</p>	
<p><b>3.</b> It is possible to choose from two modes of heating / cooling (OFF/AUTO/1) by pressing the button . When the light next to AUTO is on, the fan speed will automatically adjust depending on the set and reached temperature. When there is on mode 1 (the light will be on next to 1), the fan is constantly on speed 1. The system is off when all lights are off (on the display you can see OFF).</p>	
<p><b>4.</b> By pressing the arrows  and , you can lower / raise the temperature to the wanted degree.</p>	
<p><b>5.</b> To turn off the heating / cooling, you need to keep pressing the  button until the display reads OFF.</p>	

## Post

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

*Studentsko naselje Trsat  
Name and surname of accommodation user  
Radmile Matejčić 5  
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 on the pavilion's ground floor. The mailbox key is on a hanger in your kitchen and there is only one key for each room.

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

## Laundry room

The laundry room is located on the ground floor of pavilion 4. It is open from Monday to Sunday from 07:00am to 09:00pm (07-21h). If necessary, working hours can be changed.

Laundry works in a self-service way, which means that user of accommodation uses the machines for washing and drying personal clothes. User of accommodation have to bring his own detergent and softener.

Users of accommodation who have a right to subsidized accommodation use devices in the laundry free of charge and in unlimited quantities.

Users of accommodation who don't have a right to subsidized accommodation use devices in the laundry according to the price list located at the reception.

**Picture 14.** Mailboxes



**Picture 15.** Laundry room



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

You need your card to enter the laundry room.

## Bed linen change

Each user of accommodation 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 user of accommodation 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 make linen change **every two weeks according to the schedule located in the laundry room**. Bed linen change can be done **from Monday to Friday from 08:00 AM to 02:30 PM (8-14:30h), with exception from 10:30 AM to 11:00AM (from 10:30 to 11:00h) when bed linen change can not be done because of break (brunch)**. Bed linen change can not be done on Saturdays, Sundays and holidays.

## Classroom

The IT classroom is located on the ground floor of pavilion 2. The classroom in Student dormitory Trsat is open from Monday to Sunday all day and night, with a break from 07:00 AM to 08:00 AM (7-8h) because of cleaning and disinfection of classroom.

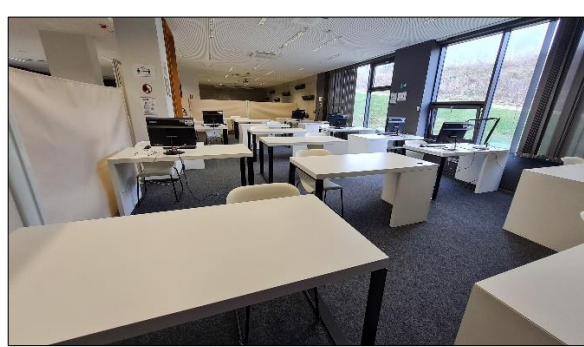
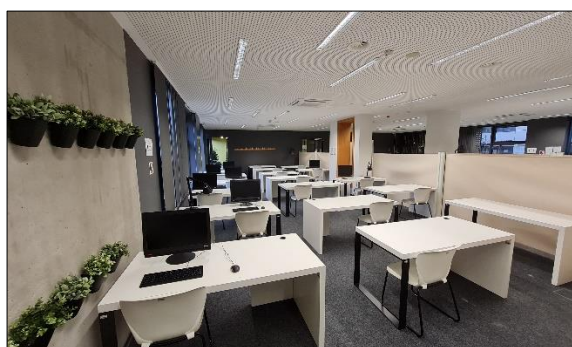
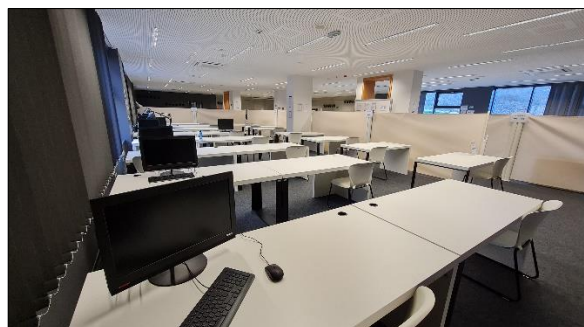
**Picture 16.** IT Classroom



You need your card to enter the classroom.

We kindly ask users of accommodation to be quiet and have consideration for classroom 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.

### **Pictures 17.** IT classroom



## **Gym**

The gym is located on the ground floor of pavilion 1. Gym is open from Monday to Saturday from 07:00 AM to 09:00 PM (7-21h), with an hour long break for cleaning and disinfection. From Monday to Friday break will be held from 01:00 PM to 02:00 PM (13:00-14h). On Saturday break will be held from 11:00 AM to the Noon (11-12h).

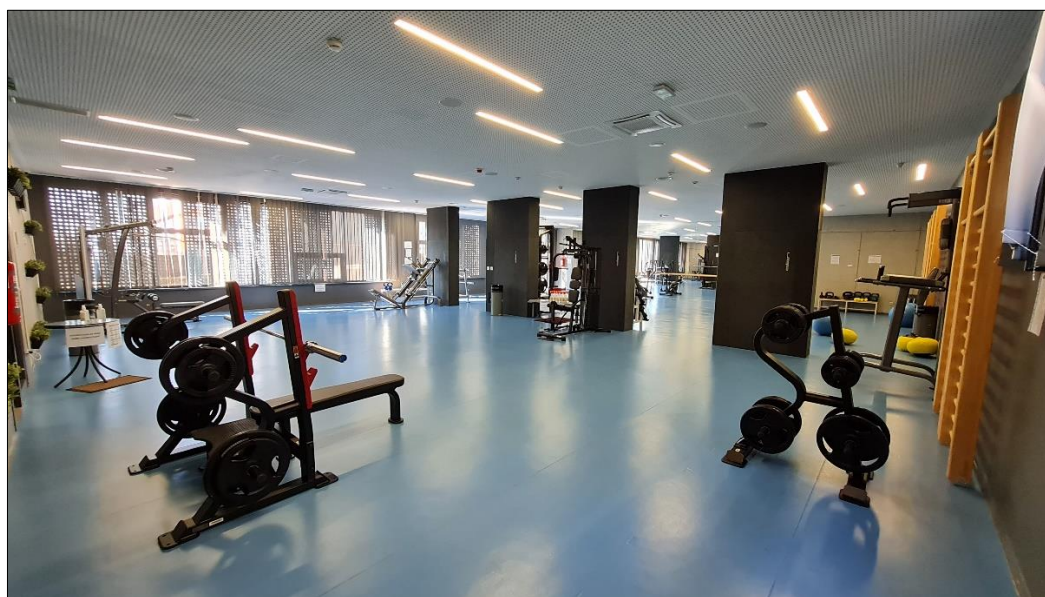
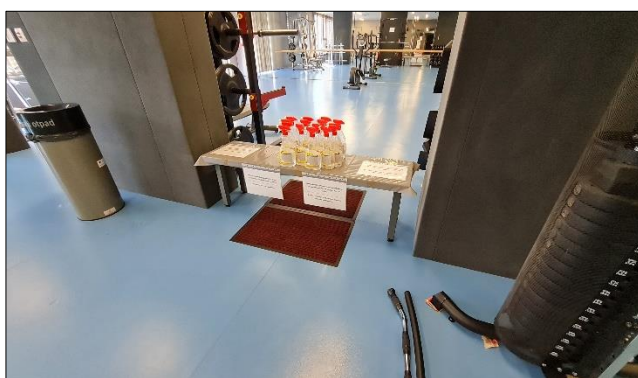
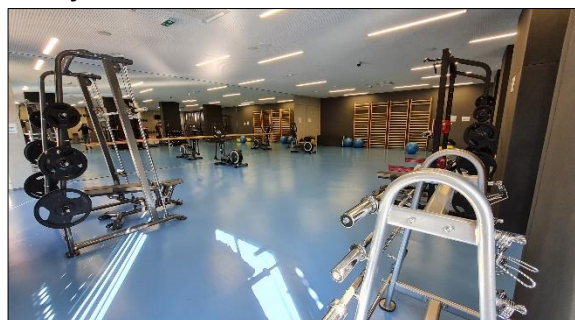
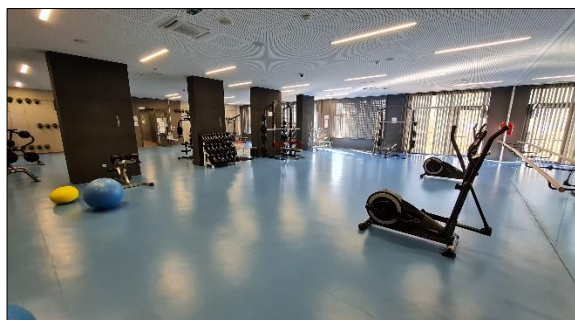


Each time you want to use the gym, you have to go to the reception and sign in for a key. You can only use the gym after you sign the Statement for gym usage which you can sign at the reception of Student dormitory Trsat.

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.

Each user of accommodation who uses the gym must respect Gym rules.

### **Pictures 18. Gym**



## Food service

Next to Student dormitory Trsat, you can find the restaurant Kampus and caffe bar Kampus (Akvarij). In restaurant Kampus, customers have several types of menus, various dishes, pizzas and brunch to go at their disposal. Caffe bar Kampus offers several types of hot and cold beverages, sandwiches and cakes for reasonable prices.

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

**Table 7.** Working hours of caffe bars and restaurants under Student Centre Rijeka

<b>Name</b>	<b>Location</b>
<b>Buffet Medicinar</b>	Braće Branchetta 20, Rijeka (Faculty of medicine)
<b>Buffet Start</b>	Radmile Matejčić 10, Rijeka (Science and Technology park-STEPRI)
<b>Caffe bar Andrea</b>	Radmile Matejčić 3, Rijeka (Faculty of Civil Engineering)
<b>Caffe bar Infuzija</b>	Viktora Cara Emina 5, Rijeka (Faculty of Health Care Studies)
<b>Caffe bar Kampus</b>	Radmile Matejčić 5, Rijeka (Restaurant Kampus)
<b>Caffe bar Formula</b>	Radmile Matejčić 2, Rijeka (Department of Biotechnology, Department of Physic, Department of Informatics, Department of Mathematics)
<b>Caffe bar Reful</b>	Sveučilišna avenija 4, Rijeka (Faculty of Humanities and Social Studies)
<b>Caffe bar Uniri</b>	Trg braće Mažuranića 10, Rijeka (University of Rijeka-Rectorate)
<b>Restaurant Index</b>	Krešimirova St. 18, Rijeka
<b>Restaurant Kampus</b>	Radmile Matejčić 5, Rijeka (Kampus)
<b>Restaurant Mini</b>	Franje Čandeka 4, Rijeka (Student dormitory Ivan Goran Kovačić)
<b>Bistro Mul</b>	Primorska St. 42, Ika (Faculty of Tourism and Hospitality Management)
<b>Bistro Pomorac</b>	Studentska St. 2, Rijeka (Faculty of Maritime Studies)
<b>Bistro Pravri</b>	Hahlić 6, Rijeka (Faculty of Law)
<b>Bistro Riteh</b>	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 19.** Welcome to Student shop!



## Student employment

Student service, which mediates between employer and employee (the student), is an important part of Student Centre 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 8.** Student Service's locations

Location	Services
<b>In the administration office of Student Centre Rijeka (in pavilion 4 of Student dormitory Trsat) on the address Radmile Matejčić 5, Rijeka</b>	All services provided by the Student Service



<b>The counter in restaurant Index on the address Krešimirova St. 18, Rijeka</b>	Issuing and submitting contracts, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.
<b>In the entrance hall at the Faculty of Tourism and Hospitality Management on the address Primorska St. 42, Ika</b>	Joining Student service, issuing and submitting contracts, issuing invoices, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.
<b>On the 4<sup>th</sup> floor on Polytechnic of Rijeka on the address: Vukovarska St. 58, Rijeka</b>	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 Centre Rijeka.

## Student Centre Rijeka – Contact information

Student Centre Rijeka  
Radmile Matejčić St. 5  
51000 Rijeka  
Croatia

E-mail address: [scri.uniri@scri.hr](mailto: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](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, USERS OF ACCOMMODATION MUST BE INFORMED ABOUT CURRENT MEASURES, RECOMMENDATIONS AND INSTRUCTIONS OF THE STUDENT CENTRE RIJEKA.