

Based on the provisions of Articles 16 and 32 of the Statute of the Student Center in Split, the Rule book on Dormitory Rules and the Conditions of Stay of Students in Student Center Dormitories in Split from March 18th, 2022 and **I . Changes and additions to it** from September 22nd, 2022, in which is determined the time of their entry into force, the Director of the Student Center, on October 5th, 2022, adopts a consolidated text

RULE BOOK ON HOUSING RULES AND CONDITIONS OF STUDENTS' STAY IN STUDENT DORMITORIES OF THE STUDENT CENTER IN SPLIT

- consolidated text

I. GENERAL PROVISIONS

Article 1

This Rule book on Housing Rules and the Conditions of Students' Stay in Student Dormitories of the Student Center in Split (hereinafter: Housing Rules) regulates the following:

1. Check in and check out of student residents
2. Rights and obligations of student residents
3. Responsibilities of the student residents

Article 2

These provisions apply to the residents of the student dorm and their visitors. Certain provisions can be exempted from applying if the director of the Student Center Split decides so.

II. STUDENTS' MOVING IN, CONTROL OF EXERCISED RIGHTS AND MOVING OUT

Moving into a student dorm

Article 3

Generally students move into a student dorm at the beginning of the academic year based on the results of the competition for accommodation in a student dorm. The move-in schedule, method and conditions will be published by the Student Center on the website www.scst.unist.hr

Article 4

The right to accommodation is exercised by the student on the basis of the implemented procedures resulting from the Ordinance on conditions and methods of exercising the right of full-time students to subsidized housing.

At the beginning of the academic year, the student is obliged to move into the dorm according to the dates for moving in published along with the competition results.

Students who have been subject to disciplinary measures in the past period, despite the achieved number of points from the competition, cannot move into the dorm, if these measures are subject to Article 32, paragraph (4) and (5) of the Housing Rules. Those students who have pending financial obligations to the Student Center also do not have the right to dorm accommodation, regardless of the realized right according to the competition for enrollment in a student dorm.

If the student does not move in within the given period, it will be considered that he has given up accommodation in the dorm and loses the right to accommodation in the current academic year. In exceptional circumstances, a decision on exemption and subsequent move-in can be made if the student informs in time that for justified reasons he will not be able to move in within the given period (death in the immediate family, illness, etc.) and subsequently documents this. In such situations, the accommodation will be charged from the day of moving in. The decision on subsequent move-in is made by the director, the assistant director for accommodation or the head of accommodation.

Article 5

The student can move into the dorm personally or, in the case of being prevented, he can do so indirectly through a person he authorizes based on a special power of attorney for the move-in procedure.

When moving in, the student is obliged to:

1. Attach (show) an identity card
2. Attach a doctor's certificate that there are no risks for staying in the student dorm

3. Attach proof of rent payment for the current month
4. Attach a certificate of enrollment for the current academic year as a full-time student or another public document showing that the student is a full-time student
5. Sign the charge for the inventory in the room
6. Sign the Agreement on accommodation in a student dorm in Split
7. Provide own bedding for moving into the student room

Article 6

The student can move into the dorm only when he has fully attached and signed the documentation from the previous article of the Housing Rules.

By fulfilling the obligations from the previous article, the student becomes a tenant of the student dorm in the current academic year. The assistant director for accommodation assigns him the necessary inventory for housing, which consists of the immovable and movable parts listed along with the statement on the assignment of the room and the inventory.

One copy of the record from the previous paragraph of this article is kept by the student and one copy of the record is kept by the Student Center.

Article 7

The distribution of tenants by room is determined by a defined selection model based on the criteria of excellence of students who have achieved the right to accommodation or another model as decided by the Student Center Split.

The assistant director for accommodation or the head of the student dorm in controversial and exceptional situations (justified requests of students for transfer, better utilization of accommodation capacities, maintenance and efficient management of resources, ensuring order and peace, disinfection, pest control, force majeure) can transfer tenants from one room in another.

A student dorm resident cannot move from one room to another without the approval of the assistant director of accommodation or the manager of the student dorm.

Article 8

The assistant director for accommodation or the head of the dorm can, with prior notice to the tenant, move the tenant from one room to another with the obligation to sign the room deleveraging document.

The assistant director for placements or the head of the dorm can refuse to move a student without explanation.

Control of realized right to accommodation

Article 9

The realized right of the student to accommodation is subject to control. Control of the realized right to accommodation for students who have checked in the dorm includes control of the status of students in the " iksica " ISSP database and control of student rooms. Control of the status of students in the " iksica " database is carried out by computer at the end of each month" , even more often if necessary.

Moving out of the student dorm

Article 10

The student is obliged to move out of the room by July 15 of the following year. During the academic year, the tenant of the student dorm can move out of the dorm before the deadline, in which case he is not obliged to state the reasons for moving out, but he is obliged to announce checking out no later than the 25th day of the past month.

If the student must be evicted from dorm, the eviction shall be based on decision made by the competent body of the Student Center in Split.

Article 11

Residents of the dorm are obliged to settle all their debts when canceling the accommodation and moving out of the dorm.

Proper check out requires the following:

1. Cleaning and tidying of the room and equipment in the room before check out
2. Leaving the room and equipment in the room in proper condition to the head of cleaning staff

3. Settlement of debts and other financial obligation such as rent, damages, etc.
4. Signing the room deleveraging document

The way, time and place of room deleveraging is determined by the head of the student dorm who informs the tenants of the student dorm about it in writing on the bulletin boards of the dorm.

In the case contrary to the provisions of paragraph 2, point 1 of this article, the cleaning and tidying of the room and the inventory in the room will be charged according to the price list of the Student Center Split.

In the case of commission room vacating (the case when the student improperly abandons the room), the dorm staff lists the things found in the room and puts them away in certain rooms of the dorm. Things are kept there for **30 days**. In the case of commission room vacating, the **existing debt and one monthly rent are charged**.

Temporary absence:

Article 11a

In case the student is absent from the dorm for more than 2 months during the academic year, for justified reasons such as, for example, international exchange, study trip, internship at other universities or illness, the student is obliged to submit a request for temporary suspension of accommodation, in which he will state the duration of the temporary absence. There will be concluded agreement on temporary absence and suspension of the student's right to accommodation in the dorm based on the stated request of the student.

During the temporary suspension of the right to accommodation, the student does not pay the accommodation fee.

If there is a need to accommodate another student in the absent student's room, the Student Center will assign the same, and upon the absent student's return, they will provide him with another room, preferably of the same type if there is free capacity. The tenant can keep the existing place if he pays the full rent during the absence.

Eviction of a person without an assigned right to accommodation:

Article 11b

The Student Center Split will evict a person who it determines has moved in without a legal basis, i.e. is using accommodation in the dorm, immediately upon learning of this circumstance, and will take disciplinary measures prescribed by this Rulebook.

III. RIGHTS AND OBLIGATIONS OF STUDENT DORM TENANTS

Student dorm tenant rights

Article 12

A student tenant has the right to undisturbed accommodation in a student dorm. The Student Center in Split is obliged to take all necessary measures to ensure undisturbed stay in the room, order and peace, and study conditions in the student dorm, in accordance with the possibilities and conditions established by general acts.

Article 13

The student has the right to the following:

- Using the belonging inventory and other equipment in the room,
- Using of hot and cold water and electricity,
- Using of the bathroom and toilet,
- Heating and cooling of rooms, where conditions are provided for this,
- Internet access,
- Purposely use of common rooms,
- Timely and high-quality repair of defects in the student dorm and student room,
- Cleaning of common areas,
- Using of a washing machine and dryer with payment of a fee for individual washing and drying,

Student Center Split is not responsible for damage or loss of private property of tenants left in rooms and common areas, i.e. in the parking lot or in the garage.

Article 14

Residents of the student dorm can receive visits to their rooms between 9:00 a.m. and 10:00 p.m. with the consent of the assistant director for accommodation or the head of the dorm and other tenant of the room, as well as visits in common areas (refers to the reception area) between 7:00 a.m. to 11:00 p.m.

Dorm residents who receive visitors are responsible for maintaining order and peace in the dorm, for the behavior of visitors and for complying with the provisions of the Rule book on the use of computer resources and the rules of conduct prescribed in the Decision on acceptable use of the CARNet network (CDA 0035).

All visitors are required to check in at the reception upon arrival and check out when leaving the facility. If visitors do not register at the reception, it is the responsibility of the recipient of the visit to do so.

Dorm residents may request that a visitor leaves the dorm, room or common room if he/she disturbs peace and order.

A student can have visitors for the night, by the written consent of the assistant director for accommodation or the manager of the dorm the other tenant, and with mandatory registration at the gate of the student dorm. Consent can be given in writing and via e-mail of the tenant who gives consent. Determination of unauthorized stay is subject to disciplinary action.

Article 15

Dorm residents can use common areas in the dorm. The purpose, time and method of use is determined by the head of the student dorm.

Obligations of the student dorm tenants

Article 16

The tenant of the dorm is obliged to pay the rent by the 5th day of the current month, with the obligation to keep proof of payment.

The student will receive an invoice on the first working day of the month to his e-mail address, which he indicated when signing the Accommodation Agreement .

By paying the rent for the month of October, until the date defined by the Student Center Split, the student confirms his accommodation in the dorm, which is right he has acquired according to the conducted competition.

If the student is allowed to move in earlier, for the new academic year, in the month of September, he is obliged to bear the cost of accommodation in accordance with the price list of the Student Center Split if he does not have acquired rights for that academic year.

The student is obliged to regularly check the mailbox of the assigned room at the reception of the student dorm.

Article 17

If the tenant of the student dorm does not pay the rent for the month of October of the new academic year by the date defined by the Split Student Center, it will be considered that he has voluntarily waived the right to further accommodation in the student dorm.

If the tenant of the dorm moves out of the Student dorm during the academic year, the rent will be calculated as follows:

- If the cancellation of accommodation occurs by the 15th of that month, the cost of rent for 15 days is borne
- If the cancellation of accommodation occurs after the 15th (starting from the 16th) of the month, the cost of rent for the entire month is borne

The assistant director for accommodation or the manager of the student dorm will issue a decision on the moving out of the student and discharge the student within ten (10) days from the last day set for rent payment.

The director of the Split Student Center can, for objective reasons, approve the student's subsequent payment of the rent.

Article 18

The resident of the student dorm is obliged to clean and tidy the assigned room. He is obliged to maintain order and cleanliness in common areas and to protect the environment of the dorm. The tenant of the student dorm is obliged to keep the property of the student dorm, to use it properly and in accordance with its purpose. The tenant of the student dorm is obliged to use the realized right to accommodation so that it does not interfere with the stay, life and work of other tenants.

The Student Center in Split shall perform regular and extraordinary inspections of rooms and common areas at least twice a year in order to determine the obligation to maintain the cleanliness and orderliness of the rooms and inventory in the rooms.

Regular inspections of rooms and common areas shall be carried out in the presence of room tenants and two employees of the Student Center Split. A regular inspection of the rooms will be announced.

In case the student cannot be present for the regular inspection of the room, the inspection can be done in his absence. An extraordinary inspection of the room may be carried out due to suspicion of violation of the provisions of the Housing Rules. Extraordinary inspections of rooms will be carried out without prior notice.

In the event that the tenant is not in the room during the extraordinary inspection, the inspection will be carried out in his absence.

In cases of violation of the provisions of the Housing Rules, a record shall be drawn up that should contain the names of the persons performing the inspection, the date and time of the inspection, the names of the persons found in the room, an assessment of the cleanliness and tidiness of the space, and a note in which any damage to the inventory and walls is made, etc. .

If during room inspection it is determined that the room does not meet the conditions regarding cleanliness, an appropriate deadline will be assigned for the tenant to clean the room and a re-inspection will be carried out. If, even after the allotted time, the conditions regarding cleanliness are not met, students will be issued a bill and disciplinary measures will be applied in accordance with the Housing Rules .

If during the inspection it is determined that there has been damage to the inventory, the provision of Article 31 will be applied for compensation of the damage.

Article 19

A student dorm resident is not allowed:

- Cooking meals in the room
- Throwing garbage outside the area for its disposal
- Using common areas contrary to their purpose
- Drying laundry and leaving shoes in the corridors of the home
- Keeping a bicycle in a room, stairwell or hallway
- Keeping animals in the room
- Pollution of the interior and exterior of the dorm
- Pasting pictures and stickers on walls, doors and furniture
- Nailing nails into the wall, door and furniture
- Taking out room and dorm furniture from the premises where it is located
- Removing or destroying inventory marks on equipment and devices (inventory plates and stickers)
- Keeping and using electrical appliances and other similar equipment in the room (electric stove, heater, gas stove, etc.)
- Keeping the TV in the room
- Installing new or repairing installed equipment in the room and common areas
- Being unreported absent if the absence was supposed to last longer than 30 days
- Inappropriate behavior that can lead to disruption of public order and peace

The student tenant of the dorm is obliged to use the realized right to accommodation in such a way that it does not disturb the stay, life and work of other tenants, which means that it is not allowed the following:

- Uproar, noise, loud playing and playing of music in the dorm or in the yard of the dorm, i.e. disturbing public order and peace
- Material damaging of the dorm
- Smoking in rooms and other areas of the dorm
- Holding parties in the room, common areas or the yard of the dorm
- Gambling and organizing gambling in rooms or common areas
- Performing crafts and other work in a room or student dorm
- Performing illegal activities
- Having resale of products and advertising of services in the student dorm
- Jeopardizing the safety and health of the residents and employees of the Student Center
- Taking other actions that are not allowed by the provisions of the general acts of the Student Center in Split and the provisions of the laws of the Republic of Croatia.

Failing to comply with the provisions of this article will result in actions being taken to determine the disciplinary and financial responsibility of the student dorm tenant.

Article 20.

During the exercise of the right to accommodation, the resident of the dorm is obliged to report any malfunction or damage in the room and common areas and to the installations and equipment of the student dorm in a timely manner at the reception of the student dorm.

The student is obliged to report the disappearance of items, equipment and inventory.

Article 21

The resident of the dorm is obliged to immediately report to the manager of the student dorm any case of a serious illness and any suspicion of the occurrence of an infectious disease. The student is obliged to undergo a medical examination at the request of the head of the student dorm, an authorized doctor and the sanitary inspection.

Article 22

The student is obliged to respond to every call of the director, assistant director and head of the student dorm. The deadline for responding is five days from the written invitation sent to the registered e-mail address or mail to the address of residence.

Article 23

In the case of a direct danger that threatens the health and life of people and the safety of property in the dorm, the tenant of the dorm is obliged to inform the responsible workers of the dorm and, if necessary, the appropriate Services, depending on the type of danger.

Article 24

Dorm workers and student tenants of the dorm are obliged to implement the protection measures prescribed by state institutions, University bodies and the Student Center in Split.

Article 25

Protection measures are prescribed by the director of the Split Student Center.

IV. RESPONSIBILITY OF TENANTS OF THE STUDENT DORM

Article 26

For violations of the rules of the dorm, other general acts and special decisions of the Student Center in Split, the tenant of the student dorm is liable disciplinary and materially, regardless of whether the violation was committed in the student dorm or in another building of the Student Center in Split.

The visitor is also materially liable, regardless of the fact that he is not a resident of the student dorm, if the responsibility relates to violations from these provisions.

Article 27

In case of loss of the key or card, the tenant is obliged to inform the reception of the home immediately upon finding out. The tenant will collect the new key/card upon payment of the cost of creating a new key or card. The tenant may not give his key/card to be used by another person.

Disciplinary responsibility

Article 28

A student resident of a student dorm is liable for disciplinary action if he commits a minor disciplinary offense or a serious disciplinary offense.

Article 29

Minor disciplinary offense is a violation of the following provisions of the Housing Rules committed by a tenant:

- Moving from one room to another without permission,
- Acting contrary to the provisions of Article 19.a, 20., 22. and the 24th of Dorm order,
- Acting contrary to another provision of the Dorm Order, which does not represent a more serious disciplinary offense from Article 30 of Dorm order.

Article 30

Serious disciplinary offense is a violation of the following provisions of the Housing Rules committed by a tenant:

- Acting contrary to the provisions of Articles 11, 19, b, 21, 23, and 26 of the Housing Rules
- Non-compliance or preventing the implementation of the protection measure adopted by the competent authority
- Any form of alcohol and/or drug abuse in the dorm
- Inappropriate behavior towards the residents of the student dorm, the workers of the Student Center in Split and citizens

- Disruption of order and peace in the student dorm (for example, destruction of dorm inventory, fights)
- Non-compliance with the orders of employees of the engaged security company, which are issued in accordance with the authorities based on the Law on Private Protection
- Non-compliance with the order issued by the receptionist, porter, employee of the Student Center Split based on their authority
- Spreading fake news to harass the residents of the dorm
- Non-compliance with the orders and measures issued to suppress and prevent the spread of infectious diseases and epidemics
- Endangering the safety of people and property, intentionally or due to gross negligence (e.g. preventing the operation of technical and mechanical protection systems (e.g. removing or covering fire alarm detectors, misuse of opening evacuation doors, unnecessary use of evacuation stairs, etc.)
- Failure to prevent dangers that threaten people and property even though the person could have done so without greater danger to himself or another
- Submitting documents (on which the right to accommodation in a student dorm depends) with untrue/incomplete content
- Subletting right to accommodation in a student dorm to another person
- Alienation of the property of tenants, workers and other citizens in the area of the student dorm
- Alienation or damage to student dorm property
- Improper check out and room deleveraging
- Receiving and keeping visits after midnight if not regulated by Article 14
- Ceding a bed to another person or sharing a bed with another person, unless it is an approved overnight stay from Article 14
- Damage to the property of the student dorm, the Split Student Center and the tenants of the student dorm, intentionally or due to gross negligence
- Refusal to control the realized right to accommodation in a student dorm
- Violation of the Rule book on the use of computer resources in the dorm (Students are responsible for logging in with their electronic identity from any computer in the dorm, and especially for data, programs and other content on their computer in the student room.).
- Non-payment of rent for more than 30 days, except for situations in which special approval has been given in accordance with Article 17
- Repeating a minor disciplinary offense in accordance with Article 29
- Use of the premises of SC for the organization of private events, except in the designated and approved premises
- Use of private electrical devices in the dorm rooms (except mobile phones, PC-s and hair dryers)
- Leaving lighting fixtures and cooling/heating devices on when leaving the room as last
- Enabling access to the dorm after 11:00 p.m. for people who are not tenants of the accommodation
- Insulting Student Center employees and accommodation users on racial, national or any other basis
- Use and abuse of data and the name of the Student Center for inappropriate purposes in which SC is not an official participant or organizer
- Public presentation of information related to the Student Center for which there is no basis and which is based on stories from the backroom or unverified transmitted information
- The use of information, images or videos related to the tenants of the home within the SC facilities, since they can damage the reputation

2. Material liability

Article 31

A tenant of a student dorm who intentionally or negligently caused material damage to the Student Center in Split (by damaging property) is obliged to compensate for the damage.

Liability for the damage from the previous paragraph can be:

- Individual, when the perpetrator of the harmful act is known,
- Group, when several perpetrators are known or the individual perpetrator within the group is unknown. All tenants are jointly and severally liable for damage caused by several tenants. The tenants who caused the damage while working independently of each other are jointly and severally liable for the damage caused, if their shares in the damage cannot be determined.

According to the principle of objective responsibility, liability for damage caused to the living space (room) or to other property of the Student Center located in that space (inventory), shall be on the tenant in whose room the harmful event/damage occurred.

The amount of damage is determined by the Student Center Commission, which is appointed by the assistant director for accommodation, based on the record of the damage, the circumstances under which the damage occurred and the current damage price list. If the damage is not provided for in the current price list, it must be determined through procurement by the Student Center Split, in such a way that three offers are requested and the most favorable is chosen. The perpetrator of the damage will be issued an invoice for the damage done, which he is obliged to pay within 15 days.

Liability for damage does not exclude liability for disciplinary offence.

Disciplinary measures

Article 32

Due to the violation of the provisions of the Housing Rules, the following disciplinary measures may be imposed on the perpetrator of the disciplinary offense:

- Warning with a record of violation
- Warning before losing the right to subsidized housing with the deduction of 200 points from the total number of points when applying for the next competition
- Warning against the loss of the right to subsidized housing in addition to the loss of the direct right to accommodation in a student dorm when applying for the next competition
- Loss of the right to accommodation for one academic year
- Loss of the right to accommodation for the entire period of study

Article 33

Issuing more than one warning with a record of violation to the same accommodation user is subject to a disciplinary measure of Article 32, paragraph (2), (3), (4) and (5)

Article 34

Disciplinary measure: a warning with a record of violations, and a warning against the loss of the right to subsidized housing with the deduction of 200 points from the total number of points when applying for the next competition and a warning against the loss of the right to subsidized housing with the loss of the direct right to accommodation in a student dorm when applying for the next competition they are imposed due to a violation of the provisions of the Housing Rules, which are considered a minor disciplinary offense, as well as a violation of the Housing Rules on the use of computer resources.

Disciplinary measures of warning against the loss of the right to subsidized housing with the deduction of 200 points from the total number of points when applying for the next competition and warning against the loss of the right to subsidized housing with the loss of the direct right to accommodation in a student dorm when applying for the next competition are imposed for violating the provisions of the Housing Rules that are considered a **serious** disciplinary offense and violations of the Rule-book on the use of computer resources.

Article 35

Disciplinary measures of loss of the right to accommodation for the entire period of study or loss of the right to the accommodation for one academic year can only be imposed for violations of the Housing Rules qualified as a serious disciplinary offense from Article 30

Article 36

A student who has been found responsible for a disciplinary offense in the disciplinary procedure and has been imposed any of the measures of loss of the right to accommodation, is obliged to leave the student dorm within 3 days from the date of execution of the decision by which the measure of loss of the right to accommodation has been imposed.

Article 37

The disciplinary measure of loss of the right to accommodation for the entire period of study will be imposed on the student if it is determined by control or in some other way that he has given up his place in the dorm to someone else.

Article 38

The disciplinary measure of loss of the right to accommodation for one year of study will be imposed on a student who is not a regular resident of the student dorm if it is determined by control or other means that he is staying or sleeping in a room that has been given to him by a regular resident of the room for a long time.

Disciplinary procedure

Article 39

The procedure for determining the student's disciplinary responsibility is initiated by the head of the dorm upon learning of the disciplinary offense and the perpetrator/group of perpetrators, by submitting a proposal for the implementation of the disciplinary procedure, which must contain the personal data of the perpetrator, the qualification of the disciplinary offense along with a description of the factual situation and a suggestion for disciplinary measures (sanctions).

The disciplinary responsibility of the student for a minor disciplinary offense in the first instance is decided by the assistant director for accommodation or another person authorized by the director of the Student Center in Split.

The disciplinary responsibility of a student for a serious disciplinary offense is decided in the first instance by a three-member Disciplinary Commission, which, at the level of the academic year, is appointed by the director or a person authorized by the director.

In the disciplinary procedure, the first-instance body is obliged to determine the facts relevant to the determination of the existence of disciplinary responsibility of the student/perpetrator and the choice of the appropriate disciplinary measure, whereby it will obligatorily invite (each of) the perpetrator to explain the circumstances referred to in paragraph 1 of this Article. The established facts will be stated in the explanation of the decision.

Article 40

The first-instance body decides on disciplinary liability and the imposition of disciplinary measures by means of a decision.

The decision on disciplinary responsibility must contain:

- The name of the body that makes the decision
- Personal data of the perpetrator
- Determination of the commission of a disciplinary offense
- The legal basis for imposing a disciplinary measure
- Imposed disciplinary measure
- Explanation
- Instruction on legal remedy
- Signature of the decision-maker

Article 41

The decision from the previous article is submitted to:

- The student - through the reception of the student dorm in which he is housed, or electronically to the e-mail address specified in the contract on student accommodation in the student dorm.
- The archives of the student dorm and the Student Center in Split

The decision that could not be delivered to the student in the manner prescribed in the previous paragraph of this article, will be delivered by mail to the address of the student's residence.

Article 42

An appeal against the decision of the first-instance body is allowed.

The objection is submitted within 8 days from the date of receipt of the decision. The complaint is submitted in person to the protocol of the Student Center in Split, or by mail to the address of the headquarters of the Student Center in Split or by e-mail to the e-mail address protokol@scst.hr.

The objection must contain the following:

- Information about the applicant,
- Information about the decision against which it is submitted (body that made the decision, class, edition number, date of adoption),
- Explained reasons for refuting the decision,
- Handwritten signature of the applicant.

The Protocol of the Student Center in Split is obliged to submit the received complaint without delay to the authority referred to in Article 44.

Article 43

Objection to the decision on disciplinary responsibility postpones its execution.

Article 44

The objection to the decision of the first-instance body is decided in the second instance by the three-member Complaint Resolving Committee for resolving objections, the members of which are appointed each Academic year among the employees of the Student Center in Split by the director of the Student Center in Split or a person authorized by the director.

Article 45

The Complaint Resolving Committee (hereinafter Committee) is obliged to decide on the complaint within 30 days from the day of its receipt.

Article 46

The Committee decides on the complaint by means of a Decision. The provisions on the content of the first-instance decision are applied to the content of the decision in an appropriate manner. In the explanation of the decision, the Committee will evaluate the allegations in the complaint.

The Committee will reject the complaint by decision;

- If it was submitted outside the deadline for submitting an objection prescribed in art. 42 of the Regulations,
- If it is not submitted by a person who is authorized to submit a complaint

The Committee will reject the complaint and confirm the first-instance decision if it determines that;

- The complaint is not founded,
- The first-instance procedure that preceded the adoption of the contested decision was properly conducted, and the decision was proper and based on this Housing Rules
- The first-instance procedure had flaws, but they were such that they could not have an impact on the resolution of the matter

If the complaint is founded, the Committee can cancel the first-instance decision, or return it to the first-instance body for re-decision with a mandatory reference to the facts that need to be determined separately.

No appeal is allowed against the decision of the Committee, **with the exception of Article 46 a.**

The decision is enforceable from the day it is delivered to the complainant.

46 a

The decision of the second-instance body which confirmed the first-instance decision on imposing the following disciplinary measures:

- Loss of the right to accommodation for one academic year
- Loss of the right to accommodation for the entire period of study

can be a subject to appeal, which is decided by the director of the Student Center within 8 days of receiving the appeal on the Student Center Protocol.

Limitation of proceedings

Article 47

The statute of limitations for initiating and conducting proceedings due to a minor disciplinary offense begins thirty (30) days from the cognition of the disciplinary offense and the perpetrators.

The statute of limitations for initiating and conducting proceedings due to a serious disciplinary offense begins three (3) months after learning of the serious disciplinary offense and the perpetrators, except for the disciplinary offense referred to in Article 30, paragraph 1, point 1 of this provisions, for which the statute of limitations begins in one year.

The procedure for determining material responsibility expires within the statute of limitations established by law.

VI. SPECIAL RIGHTS AND OBLIGATIONS OF STUDENT DORM TENANTS

Article 48

If the tenant is absent from the dorm for more than thirty (30) days, he is obliged to report his absence and the duration of the absence to the manager of the dorm or at the reception of the dorm.

Acting in a manner contrary to that established in the previous paragraph of this article entails disciplinary responsibility.

VII. FINAL PROVISIONS**Article 49**

Housing Rules are published on the website of the Student Center in Split.

The records of students who have been subject to disciplinary measures are kept by the head of the student dorm, or the housing officer by order of the head of the dorm. The record contains at least the personal data of the student (name and surname, OIB), the type of disciplinary measure imposed, the date the disciplinary measure was imposed, and the name of the disciplinary body that imposed the measure.

The head of the dorm and the receptionist are obliged to keep records of student debtors.

The receptionist is obliged to following:

- Report all students, residents of student dormitories, to the police department in order to report their whereabouts
- Submitting to selected faculties the names and surnames of students who live in student dormitories, so that the departments of the selected faculties will notify them of certain meal rights

Article 50

By moving into a student dorm, the tenant assumes the rights and obligations established by this Rule book.

Article 51

The interpretation of the provisions of this Housing Rules is provided by the Director of the Student Center in Split.

Article 52

The terms used in these Housing Rules, which have a gender meaning, refer equally to the male and female sexes.

Article 53

Upon entry into force of this Rule book, "Rules and Conditions of Residence of Students in Student Dormitories of the Student Center in Split", as of September 26th, 2019, cease to be valid .

Article 54

The assistant director for accommodation is authorized to revoke the decision on the establishment of disciplinary responsibility, which imposed a disciplinary measure of warning on the student resident of the dorm before losing the right to subsidized housing, with the deduction of 200 points from the total number of points when applying for the next competition, and if he assesses that there is a justified reason for this , especially if the student's conduct was exemplary, i.e. if the student did not continue to violate the rules of the Dorm after the imposition of the disciplinary measure . Revoking is suggested by the head of the dorm.

For the Student Center in Split:

Ivan Žižić , M.Sc. educ . Math . et inf., director

Attachments:

- Statement on assignment of the room and room inventory
- Statement on releasing of the room
- Declaration form for caused damage
- Information system security policy
- Consent for the delivery of official documents (bills for accommodation, decisions/decisions of the Student Center in Split, etc.) via electronic mail



Room check in.docx



Information systems
security policy.docx



Statement of damage
incurred.docx



Room check-out.docx
