

On the basis of Article 47 of the College of Applied Sciences Lavoslav Ružička in Vukovar (hereinafter referred to as the “College”), the Professional Council of the College, at the 46th regular sitting, held on September 27th 2018, in the academic year of 2017/2018, under clause 2 declares this

ORDINANCE

On Attaining and Exercising the Right to Accommodation At the Leopold Student Dormitory in Vukovar

I GENERAL PROVISIONS

Article 1

This Ordinance regulates matters pertaining to:

1. use of the Leopold Student Dormitory in Vukovar (hereinafter referred to as the “Dormitory”),
2. the right of students to accommodation in the Dormitory,
3. conditions, manner, and time of exercising and using the rights to accommodation,
4. conditions under which students – users of the accommodation, can lose the right to it,
5. rights and obligations of students when moving in to the Dormitory,
6. rights and obligations of students as users of accommodation in the Dormitory.

II PURPOSE OF THE DORMITORY

Article 2

The student dormitory is a part of the College, is of purposeful character, and has a unique treatment as an object of student standard.

The Centre for Student Standard, as an organizational unit of the College, is responsible for the use of the infrastructure and provision of services.

Article 3

The accommodation capacities for every academic year are defined by the Dean of the College.

III CONDITIONS AND MANNER OF EXERCISING THE RIGHTS TO ACCOMMODATION

Article 4

The right to accommodation in the Dormitory belongs to regular students of the College based on the Ordinance on Conditions and Manner of Exercising the Rights of Regular Students on Subsidized Accommodation issued by the Ministry of Knowledge and Education.

Article 5

For every academic year, the College defines individual rights to accommodation through a tender for regular students.

The tender is issued by the Professional Council of the College, based on the Decree of the Ministry of Knowledge and Education on subsidized housing.

The tender, among other things, must contain:

- 1 conditions and a list of documents needed to ascertain compliance with them,
- 2 duration of the tender,
- 3 time needed to process the documentation and the method of publishing the results of the tender,
- 4 instructions on legal redress.

A certain number of places for accommodation in the Dormitory can be excluded from the tender in order to be reserved for special needs of the Ministry of Knowledge and Education or the College, especially for the needs of students engaged in the international exchange of students, student practice, cultural exchange, accomplished student athletes, and other cases.

Article 6

Compliance to the conditions needed to have the right to accommodation is proven by candidates with the required documentation specified in the tender.

The documentation required in the procedure of ascertaining rights to accommodation is subject to verification.

Documents delivered outside of the tender time limit will not be taken into consideration.

Article 7

Result of the tender for a particular candidate is ascertained by giving points to the submitted documents (proofs) related to compliance with the conditions needed to have the right to accommodation, according to the Ordinance on Conditions and Manner of Exercising Rights of Regular Student to Subsidized Accommodation.

A candidate's ranking on the list is determined by their number of points.

The lower limit (quota) of realizing the right to subsidized accommodation is determined by the authorized ministry.

Candidates that rank under the lower limit are put on a waiting list and are only able to exercise their right during the academic year in case a place becomes available.

Article 8

Results of the tender are delivered to the candidates in an appropriate way, by:

- 1 a rank list with the results of the tender on the notice board of the Dormitory and the College,
- 2 on the Dormitory's website.

An instruction on legal redress is also issued with the results.

After the end of the time limit set for filing and resolving complaints, the temporary rank list for exercising the right to accommodation becomes the final rank list.

IV THE RIGHTS AND OBLIGATIONS OF STUDENTS

Article 9

Students move into the Dormitory on the basis of the final rank list and published deadlines.

Upon moving into the Dormitory, a student is obliged to procure required documents and identification and sign a contract on using accommodation with the College.

If a student does not move into the dormitory in the designated time frame, they lost their right to accommodation. The only exception is made in the event of the student contacting the College in a timely manner and stating that they will not be able to move into the Dormitory due to justifiable reasons (death in the immediate family, sickness etc.), and documents it after the fact.

A student cannot move into the Dormitory without a doctor's notice that they have no contraindications for moving in.

Article 10

A student loses right to accommodation in the Dormitory:

- 1 if for any reason they lose the status of a regular student,
- 2 if they do not move into the Dormitory on time,
- 3 if they do not provide a doctor's notice they have no contraindications for moving into the Dormitory,
- 4 in cases determined by the Ordinance of the Ministry,
- 5 or under the regulations of the Ordinance on Dormitory Order and Conditions of Accommodation in the Dormitory.

V BODIES INVOLVED IN THE PROCEDURE OF EXERCISING RIGHTS

Article 11

The procedure of exercising the right to accommodation of students in the Dormitory, control and surveillance, as well as consistent application of this Ordinance are ascertained by:

- 1 The Committee for Public Tender Execution,
- 2 The Committee for Resolving Disputes.

Members of those committees and their presidents are designated by the dean of the College in the manner:

- students – 1 member
- employees of the College – 2 members

1 The Committee for Public Tender Execution

Article 12

The Committee for Public Tender Execution values students' application for exercising the right to accommodation.

The Committee for Public Tender Execution:

- organizes the execution of the tender for exercising the right to accommodation,
- evaluates students' applications submitted in the tender,
- ascertains the temporary rank list.

2 The Committee for Resolving Disputes

Article 13

The Committee for Resolving Disputes is a second-degree body that resolves complaints of students in the procedure of acquiring and exercising the rights to accommodation in the Dormitory.

Complaints to the results of the tender are submitted to the Committee for Resolving Disputes in the time limit set by the tender.

The Committee is obligated to make a decision on the complaint in the time frame stated in the tender.

The decision of the Committee is delivered to the student, or published on the Dormitory's website and notice board.

The decision made by the Committee for Resolving Disputes is final, however, an unsatisfied party is able to pursue an administrative dispute.

VI FINAL STIPULATIONS

Article 14

Rights and obligations of students – users of accommodation in the Dormitory, are regulated by the Ordinance on Dormitory Order and Conditions of Accommodation in the Dormitory, as well as this Ordinance.

Noncompliance with the terms and conditions stipulated in general and specific acts of the College is susceptible to disciplinary action against the user of the accommodation.

Article 15

The dean of the College is free to make special decisions and other acts in order to apply and enforce this Ordinance.

Article 16

A realized right to accommodation can be used by a student during one academic year.

Students can, under special conditions prescribed by the College, acquire the right to temporary accommodation in the Dormitory. Temporary accommodation implies the time frame from July 16 to August 31.

Article 17

This Ordinance will be published on the websites of both the College and the Dormitory.

Article 18

This Ordinance comes into force on the day of issuance.

KLASA: 003-01/18-01/46
URBROJ: 2196-115/18-01-02
Vukovar, 27th September, 2018

Dean

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