

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 3 declares this

ORDINANCE ON DORMITORY ORDER AND THE CONDITIONS OF STUDENT ACCOMMODATION

IN THE LEOPOLD STUDENT DORMITORY IN VUKOVAR

I GENERAL PROVISIONS

Article 1

This Ordinance on Dormitory Order and the Dormitory Conditions of Student Accommodation in the Leopold Student Dormitory in Vukovar (hereinafter referred to as the “Ordinance”) regulates:

- 1 Moving in and out of the Dormitory
- 2 Rights and obligations of student occupants of the Dormitory
- 3 The responsibility of student occupants of the Dormitory

Article 2

The dormitory order is applied to the occupants of the Leopold Student Dormitory (hereinafter referred to as the “Dormitory”), their visitors, as well as other students of the College and other people who find themselves in the Dormitory.

If needed, certain regulations can be revoked from application by special order of the Dean of the College.

II MOVING IN AND OUT OF THE DORMITORY

a) Moving in and relocating

Article 3

The moving of students into the Dormitory is done at the beginning of the academic year on the basis of the Final result of the tender for accommodation in the Dormitory. The schedule of the moving in will be announced by the Center for Student Standard of the College.

Students who have previously been tenants in the Dormitory and have not fulfilled their obligations to the College cannot move into the Dormitory until those obligations are met, and if they are not met until October 11th, they lose their right to accommodation in the Dormitory.

Article 4

The right to accommodation is given to a student on the basis of the points acquired in the tender process for student accommodation, which is published for every academic year.

At the beginning of the academic year, students are obligated to move into the Dormitory according to the time frame published by the Centre for Student Standard.

After the end of the time line, the College will consider the student to have forfeit their right to accommodation in the Dormitory, and they will lose the right to accommodation in the current academic year.

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. Such students will be billed from the day of moving in.

The decision on this is made by the Dean of the College.

Article 5

A student can move into the Dormitory only in person.

Upon moving in, a student is obligated to provide:

- 1 an identification card
- 2 a doctor's notice that they have no contraindications for being accommodated in the Dormitory

A student is obligated to, in the interest of their own health, inform the head of the Centre for Student Standard if they have a medical condition that requires them to undergo continuous or long term therapy or other health-related issues in order for them to be prepared to react in the event of a medical emergency. The head of the Centre for Student Standard is obligated to keep such data secret.

Article 6

By fulfilling the obligations from the previous article, a student becomes an occupant of the Dormitory in the current academic year and the Centre for Student Standard entrusts them with equipment necessary for accommodation, which is comprised of moveable and immovable objects specified in the promissory note/ inventory list signed by the student after they have inspected the things specified on the list and established that they are all in working/ proper condition.

Article 7

The arrangement of occupants into rooms is done by the Centre for Student Standard according to the rank list while trying to take into consideration the wishes of the occupants and bearing

in mind that they are obligated to provide a doctor's notice affirming they do not have any contraindications for being accommodated in the Dormitory.

An occupant of the Dormitory cannot move from one room to another without the authorization of the head of the Centre of Student Standard. The head of the Centre of Student Standard will allow relocation from one room to another during the academic year under the condition that they find a replacement without disturbing the relations in the defined capacities.

The head of the Centre for Student Standard can decline the request for relocation of a student without explanation.

Article 8

The head of the Centre for Student Standard can relocate an occupant into another room even though they have not requested it.

b) Control of realizing the right to accommodation

Article 9

A student's realized right to accommodation is subject to control. The control of rights is applied by:

- 1) a revision of the right to accommodation,
- 2) controlling the student's status in the Student Administration Office,
- 3) occasional room control.

Revision of the right to accommodation is organized and performed by a committee of the College.

Occasional room control is performed through direct inspection of student's rooms.

The time of occasional control, as well as the way it is performed, is decided by the committee. Occasional control of rooms is performed by the committee named by the College. On exception, with sufficient reason, occasional control can be performed by the head of the Centre for Student Standard if the time needed to assemble the committee would mean a change or possible concealment of the current state.

The number of controls of accommodation rights is not limited.

c) Moving out

Article 10

A student acquires the right to accommodation in the Dormitory for a specific length of time, from the beginning of the academic year until July 15th of the next year, and from September 1st to September 30th of the next year. Students who need to stay in the Dormitory after July 15th have to contact the Centre for Student Standard in order to make arrangements with regards to the reservation and price of accommodation.

An occupant of the Dormitory can move out of the Dormitory during the academic year before the time limit without stating a reason for it, but they are required to announce it until the 25th of the month at the latest. Students who do not do this will be required to pay for the entire next month regardless of the date they move out on.

An occupant of the Dormitory moves out on the basis of the Decision by the head of the Centre for Student Standard in the manner stated in this Ordinance.

Article 11

Occupants of the Dormitory are obligated to fulfill their obligations upon moving out of the Dormitory.

Those obligations include:

- 1 cleaning their room and all equipment in it,
- 2 turning over the room and equipment in a good condition to a person designated for it,
- 3 settling all debts concerning rent and other obligations.

The time, manner, and place of fulfilling these obligations is decided by the head of the Centre for Student Standard who is obligated to inform occupants of the Dormitory of this in writing and post it on the Dormitory notice board.

In the event a student does not fulfill clause 2, point 1 of this Article, cleaning of the room and equipment will be billed in accordance to the price list.

Things left behind in a room are kept for 15 days.

d) Temporary accommodation

Article 12

Accommodation of students in the Leopold Student Dormitory in Vukovar during summer break is considered to be temporary accommodation. The program of accommodation is determined by the decision of the Dean of the College. The program will organize temporary accommodation, its conditions, the price of the accommodation, as well as all rights and obligations of the students during temporary accommodation.

III RIGHTS AND OBLIGATIONS OF THE OCCUPANTS OF THE DORMITORY

1 Rights of the occupants of the Dormitory

Article 13

A student occupant has the right of independent use of the accommodation in the Dormitory.

The College is obligated to do everything necessary to secure: an uninterrupted stay of students in their rooms, order and serenity, positive studying conditions, according to the conditions established by general acts of the College.

Article 14

A student has the right to:

- use of inventory and equipment in their room,
- use of hot and cold water, as well as electricity,
- use of a mini-kitchen,
- change of linen every 14 days,
- use of a bathroom and a water closet,
- purposeful use of communal spaces,
- cleaning of communal places and
- timely and competent fixing of technical issues in the Dormitory.

Article 15

Occupants of the Dormitory are able to receive visits in their rooms in the time from 09:00 to 22:00, and visits in communal rooms from 07:00 to 23:00 hours. Occupants of the Dormitory receiving visits are responsible for all disturbances of peace and quiet in the Dormitory as well as all other behavior of their visitors.

Occupants of the Dormitory can demand for a visitor or any other person to be removed from the Dormitory, or room, in case they disturb the peace and quiet in the Dormitory, a particular room, or communal area. In the event of this, they are required to inform the head of the Centre for Student Standard, or another responsible individual from the College.

Article 16

Occupants of the Dormitory can use communal areas in the Dormitory. The purpose, time, and manner of use of communal areas are determined by the Centre for Student Standard.

Occupants can spend time in official room (administrative offices, washing room, ironing room, storage area...) only in the case they are fulfilling their obligations and are accompanied by a liable employee of the College.

2 Obligations of occupants of the Dormitory

Article 17

A student is obligated to pay rent from the day market as the day of their moving into the Dormitory.

Article 18

Occupants of the Dormitory will receive the invoice for accommodation by the fifth day of the month for the current month. The invoice is sent by e-mail. The occupant is obligated to pay the rent within eight days from the day of receiving the invoice and to keep a proof of payment.

If an occupant of the Dormitory does not pay the rent compliant to the rules stated in the previous paragraph, they will be considered to have forfeited their right to further accommodation in the Dormitory.

The head of the Centre for Student Standard will issue a Resolution on moving out of an occupant and relieve them of their obligations, all within 10 (ten) days from the last day they were designated to pay rent for, and will notify Accounting of the College to assume the responsibility of charging the invoice.

In the event of objective reasons (death in the family, sickness or other), the head of the Centre for Student Standard can enable the occupant an extension on paying their invoice on which a special Resolution needs to be made.

Article 19

An occupant of the Dormitory is obligated to clean and take care of the room they are occupying, as well as to perform selective waste disposal, and they are obligated to maintain appropriate order and cleanliness in communal areas.

Cleaning of rooms implies cleaning the floor, arranging the bed and the closet, cleaning the mini kitchen and the refrigerator, airing the room, cleaning the bathroom, as well as all other maintenance that contributes to maintaining cleanliness and order.

In the Dormitory, it is not allowed:

- to throw away garbage and other objects outside of areas designated for it
- to use communal areas in a way that is opposite to their purpose
- to dry laundry on windows and leaving shoes on windows or in hallways of the Dormitory
- to hold food or other objects on windows
- to keep bicycles in the room or in the hallway
- to keep an animal in the room or bring it into the Dormitory unless it is a support animal belonging to persons with disabilities
- to perform other acts that would create filth in or around the Dormitory.

Article 20

An occupant of the Dormitory is obligated to take care of the property of the Dormitory and use it in the way it was meant to be used.

An occupant is not allowed:

- to glue pictures or stickers on walls, doors and furniture
- to write on walls, inventory, and other property
- to hammer nails into walls, doors, or furniture
- to remove furniture from the rooms or the Dormitory

- to rearrange furniture
- to remove or destroy inventory designations on equipment and appliances (inventory plates and stickers)
- to use and keep personal electric appliances and other equipment (electrical cookers, gas cookers, heaters and other)
- to install new or fix the equipment installed in the rooms or communal areas
- to perform other acts that might cause material damage to the Dormitory
- to regularly use the outside staircase designated for emergency use, opposite to their purpose.

Noncompliance with the points numbered in paragraphs 1 and 2 of this article is subject to disciplinary and material responsibility measures taken against the occupant of the Dormitory.

Article 21

An occupant of the Dormitory is obligated to use their right to accommodation in a way that does not disturb the stay, life, and work of other occupants.

An occupant is not allowed:

- to make noise, shout, loudly play or reproduce music in any time of day or night in or outside the Dormitory,
- to smoke in the room or other areas of the Dormitory,
- to gamble or organize gambling in the room or other areas of the Dormitory,
- to keep or carry any and all types of weapons (categories A, B, C, D) in accordance with weapon regulations in power,
- to hold parties or celebrations in rooms or other areas of the Dormitory, including its surroundings, unless they have obtained an approval from the head of the Centre for Student Standard,
- to receive visitations after 22:00 or keep visitors after 23:00,
- to give their bedding to another person or to use their bedding with another person,
- to perform entrepreneurial and other such acts in their room or the Dormitory,
- to resell currencies, products and services, as well as to advertise those products or services in the Dormitory,
- and perform any and all acts not allowed by general acts of the College or laws of the Republic of Croatia.

Noncompliance with the points numbered in paragraphs 1 and 2 of this article is subject to disciplinary measures taken against the occupant of the Dormitory.

Article 22

An occupant of the Dormitory is obligated, during their use of accommodation, to report any and all malfunction or damage in their room, communal areas, installations, or equipment of the Dormitory at the reception of the Dormitory or to the head of the Centre for Student Standard.

A student is obligated to report disappearance of objects, equipment and inventory.

Article 23

An occupant of the Dormitory is obligated to report any cases of severe sickness as well as any doubts of infectious illnesses.

The report is done to the head of the Centre for Student Standard or at the reception of the Dormitory.

A student is obligated to undergo a medical inspection at the request of the head of the Centre for Student Standard, at the request of a licensed physician, and at the request of the sanitary inspection, and also to inform the head of the Centre for Student Standard on the results as soon as possible.

Article 24

A student is obligated to answer any calls from the Centre for Student Standard. The call is done in writing, verbally, or by the use of the notice board.

Article 25

In the event of immediate danger threatening the health and lives of people and safety of property in the Dormitory, an occupant of the Dormitory is obligated to inform the head of the Centre for Student Standard or the Dean of the College, and depending on the nature of the situation, other appropriate services as well.

Article 26

The head of the Centre for Student Standard, employees of the College, and student occupants of the Dormitory are obligated to uphold safety measures designated by the bodies of government and the College.

Article 27

A student occupant of the Dormitory is obligated to reimburse all the damage done to an object or equipment of the Dormitory.

The cause of damage from the previous paragraph can be:

- individual, when the perpetrator is known, and,
- collective, belonging to a whole floor or the entire Dormitory, which is reimbursed by all occupants of that floor or the Dormitory.

The height of the damage is assessed by the head of the Centre for Student Standard on the basis of the record of the damage.

IV RESPONSIBILITY OF THE OCCUPANTS OF THE DORMITORY

Article 28

If an occupant of the Dormitory violates the regulations of the Dormitory order and general acts of the College, they are disciplinarily and materially responsible for the act regardless if the damage was done in the Dormitory or other facilities of the College.

Under the provisions of this Dormitory order, visiting students are also disciplinarily and materially responsible for the damage regardless of the fact that they are not occupants of the Dormitory, if the responsibility is due to the violations stated in this Dormitory order.

1 Disciplinary responsibility

Article 29

A student – occupant of the Dormitory is to face disciplinary action if they, through their own fault, make a disciplinary or a serious disciplinary transgression.

Article 30

A disciplinary transgression is the act of violating the regulations of the Dormitory order by an occupant on purpose or through utter disregard by:

- relocating from one room to another without permission and
- acting opposite to the stipulations of articles 19, 20, 22, and 24 of this Ordinance.

Article 31

A serious disciplinary transgression is a violation of stipulations of this Ordinance done either on purpose or through complete disregard, including:

- 1 acting against the stipulations of articles 11, 21, 23, 25, and 26 of this Ordinance,
- 2 noncompliance with or disabling implementation of protective measures imposed by a governing entity,
- 3 consummation of alcohol as well as consummation, selling and other forms of drug abuse in the Dormitory,
- 4 arrogant and rude behavior towards occupants of the Dormitory, workers of the College, and citizens,
- 5 grave disturbance of peace and order in the Dormitory,
- 6 propagation of false news with the intent to disturb occupants of the Dormitory,
- 7 disregard of orders and measures made to combat and prevent infectious diseases and epidemics,
- 8 purposeful acts with the goal of endangering people and property,
- 9 purposeful failure to act in a way that would prevent danger to people and property,
- 10 engaging in a physical confrontation as an attacker or enticement of others to it,

11 forging of documents and identification based on which accommodation is being granted,
12 ceding the right to accommodation to another person,
13 selling or buying of accommodation rights in the Dormitory,
14 having long-term visitors (after 22:00) and allowing others to live or sleep in the Dormitory,
15 stealing property belonging to occupants, workers and other people,
16 stealing property belonging to the Dormitory,
17 careless relieving of obligations or failure to relieve of obligations,
18 purposefully harming the property of the Dormitory, the College, or of occupants of the Dormitory,
19 repeating violations of stipulations from Article 30 of this Ordinance,
20 refusing to attend the Committee on Accommodation Rights,
21 violating the Ordinance on the Use of Computing Resources in the Dormitory (students are responsible for all acts done by the use of their electronic identities on any of the computers in the Dormitory, and especially for all data, programs, licensing and intellectual rights and other content present on their personal computer, as well as all acts done on their computers).

2 Material responsibility

Article 32

An occupant of the Dormitory who causes material damage to the Dormitory is obligated to reimburse it. If the occupant does it on purpose or through complete disregard, disciplinary action against them is also undertaken.

Article 33

The facts of the existence of damage, the circumstances under which it was caused, the extent of the damage, and the perpetrator are established by the head of the Centre for Student Standard.

After establishing the facts from the previous paragraph, the Decision is made by the head of the Centre for Student Standard, and the damages are paid by a bank transfer.

If the damage is caused by multiple occupants, every occupant is responsible for a part of the damage they have caused. If the individual responsibility of all occupants cannot be determined, all the occupants share the material responsibility in equal parts.

A decision on complaints to the Decision from paragraph 2 of this article is made by the Dean of the College.

3 Disciplinary measures

Article 34

In the case of violation of rules stated in this Ordinance, the following measures can be declared:

- notice
- final notice
- expulsion from the Dormitory for one year
- expulsion from the Dormitory for the entire length of studies
- loss of rights to accommodation for one year
- loss of rights to accommodation for the entire length of studies.

Article 35

Disciplinary measures notice and final notice are declared for violations considered to be disciplinary transgressions.

Article 36

Disciplinary measure of expulsion from the Dormitory for the entire length of studies is always to be declared for violations classified as serious disciplinary transgressions from Article 31, paragraph 1, points 1, 2, 3, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 20, and 21.

Article 37

The choice of disciplinary measures of expulsion from the Dormitory in particular cases depends on the assessment of extenuating or aggravating circumstances as established by the head of the Centre for Student Standard.

Extenuating or aggravating circumstances taken into account must be stated in the declared Decision on the disciplinary measure.

Article 38

The disciplinary measure of the loss of rights to accommodation for one year will be declared to a student who is not a regular occupant of the Dormitory if, through control or in some other way, it is established that they are temporarily using or sleeping in the room given to them by the regular occupant.

Article 39

The disciplinary measure of losing the right to accommodation for the entire length of studies is declared to a student who is not a regular occupant of the Dormitory if, through control or in some other way, it is established that they are using or sleeping in the room given to them by the regular occupant for a longer length of time.

Article 40

The loss of rights as a disciplinary measure implies the elimination of a student from the tender for accommodation in the Dormitory for one year, or for the entire length of studies.

Article 41

The procedure for establishing disciplinary and material responsibility of a student is done by the head of the Centre for Student Standard.

Article 42

In the disciplinary proceedings, the head of the Centre for Student Standard declares disciplinary measures from Article 34.

Article 43

The decision on declared disciplinary measures must contain:

- 1 first and last name of the student,
- 2 the legal basis for the declaration,
- 3 the declared disciplinary measure,
- 4 an explanation,
- 5 instructions on the right to complaints.

The decision on the declared disciplinary measure must be made public by the head of the Centre for Student Standard within 23 hours of establishing all circumstances and carried out within 3 days of finalization.

Article 44

The decision from the previous article is:

- 1 delivered to the student,
- 2 delivered to the Centre for Student Standard,
- 3 delivered to the Archive of the College, and,
- 4 published on the Dormitory notice board.

If the Disciplinary Commission is not able to hand the Decision to the student, it is sent by mail to the place of residence, and the day of sending will be considered the day it was handed to the student.

Article 45

A student can file a complaint against the declared Decision on disciplinary measures within 5 (five) days from the day it was handed to the student. The complaint is filed to the Dean of the College through the Centre for Student Standard.

Article 46

A complaint against the declared Decision on disciplinary measures and the Decision on assessed material responsibility delays its implementation, except for the Decision on disciplinary measures issued for serious disciplinary transgressions from Article 31, points 2, 3, 5, 7, 8, 9, 11, 12, 13, 15, 18, 20 and 21 of this Ordinance.

Article 47

The Committee for Resolving Complaints is obligated to resolve the complaint within 15 days from the date of delivery of the complaint. If the Committee for Resolving Complaints does not resolve the complaint in that time frame, the student can start an administrative dispute.

Article 48

When considering the complaint, the Dean of the College can cancel, confirm or return the Decision to the head of the Centre for Student Standard for reassessment with the obligation to include the facts that need to be reassessed.

The decision of the Dean is final and an administrative dispute can be pursued against it within 30 days of the day of delivery of the decision.

Article 49

Statute of limitation on engaging in and pursuing the proceedings for disciplinary transgressions is 30 days from the day of discovery of the transgression and its perpetrator.

Statute of limitation on engaging in and pursuing the proceedings for severe disciplinary transgressions is 3 (three) months from the day of discovery of the severe transgression and its perpetrator, except for the disciplinary transgression from Article 31, point 11 of this Ordinance, for which the statute of limitations is one year.

The proceedings for establishing material responsibility have the statute of limitations as stated by the Law.

V SPECIAL RIGHTS AND OBLIGATIONS OF THE OCCUPANTS OF THE DORMITORY

Article 50

Students who have been given the right to accommodation in the Dormitory, can, according to the decision on the arrangement of students into rooms, reserve a room for an academic year after the results of the Tender have been published only if they were accommodated in that room the previous year and if they have the right to that room per their points realized in the Tender, or if the previous occupants of the room do not object. The reservation is done in the manner and time established by the head of the Centre for Student Standard.

Article 51

In case one or all occupants of a room are spending a certain amount of time outside of the Dormitory, they are required to report their absence and its length at the reception of the Dormitory.

Acting in a way opposite to the previous paragraph of this article is subject to disciplinary action from Article 31, point 12.

VI FINAL STIPULATIONS

Article 52

The section of this Ordinance considering the Dormitory order has to be available to every occupant of the Dormitory. The head of the Centre for Student Standard is obligated to publish all notices, decisions and declarations of the governing bodies of the College on the Dormitory notice board with a date of issuing clearly evident on the document.

The Centre for Student Standard is obligated to hold evidence of students who have had disciplinary measures issued against them and the students who owe the Dormitory.

Article 53

By moving into the Dormitory, an occupant agrees to all the rights and obligations stated in this Ordinance.

Article 54

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

Article 55

This Ordinance comes into force on the day of issuance.

KLASA: 003-01/18-01/46

URBROJ: 2196-115/18-01-03

Vukovar, 27th September, 2018

Dean

Doc. dr. sc. Mirko Smoljić, prof. v. š.