



## LIVING IN STUDENT DORMITORY IVAN GORAN KOVAČIĆ

**Student dormitory Ivan Goran Kovačić** is organized in five accommodation facilities in according to the needs and demands of students. It includes adequate standards of living and eating. Students can satisfy their cultural and sports needs and live in safe environment. Dormitory is located in Rijeka at the address Franje Čandeka St. 4.



### Introduction

This document is for users of accommodation in Student dormitory Ivan Goran Kovačić who can find here a lot of useful information 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 Ivan Goran Kovačić (for example gym, student laundry and so on), the reception staff is there for them.

**The reception of Student dormitory Ivan Goran Kovačić** is located on the ground floor of pavilion 1 and it is open every day (Monday to Sunday) from 06:00 am to 10:00 pm. Telephone numbers of the reception are **00385 51 672 422** and **00385 99 265 3894**.

Every day during night, from 10:00 pm to 06:00 am, there is a **night guard**. Night guard is located on the ground floor of pavilion 1 on reception.

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

POLICE .....	192
FIRE DEPARTMENT .....	193
AMBULANCE .....	194
NATIONAL PROTECTION AND RESCUE DIRECTORATE.....	112

## Malfunction and damage report

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

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

or on e-mail address:

[ts.podrska.igk@scri.hr](mailto:ts.podrska.igk@scri.hr)

In subject of the e-mail message user of accommodation should write down a short description and location of damage.

## Dormitory map and facilities

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

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

Picture 1. Student dormitory Ivan Goran Kovačić



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

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

Facilities	Location	Working hours
<b>Gym</b>	The room between the workshop and the terrace next to the pavilion 1	Every day from 07:00am to 11:00 pm (07-23h)
<b>Classroom</b>	Ground floor of pavilion 5	Every day, all day
<b>IT Classroom</b>	5 <sup>th</sup> floor of pavilion 1	Every day, all day
<b>Small classroom</b>	8 <sup>th</sup> floor of pavilion 1	Every day, all day



Facilities	Location	Working hours
Gym	9 <sup>th</sup> floor of pavilion 1	Every day, all day
Laundry	Basement of pavilion 1	Every day, all day
Living room for professors	4 <sup>th</sup> floor of pavilion 5	Every day, all day
Restaurant Mini	Ground floor of pavilion 12	From Monday to Friday and on Sunday from 07:00am to 09:00pm (07-21h). On Saturdays, the restaurant is closed.

## Moving in

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

## House rules

It is every student's obligation to understand and respect the regulations of *House rules and disciplinary responsibility of residents in the accommodation facilities of Student Centre Rijeka* (hereinafter: the Regulations). You can find the Regulations on Student Centre Rijeka notice boards. Students will receive the Regulations on their e-mail addresses several times during academic year.

Student Center Rijeka retains the right to control how user of accommodation use their rights to accommodation at any time. If a student 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 a student 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 Center 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.

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.

Upon arrival at the accommodation facility, the accommodation users must 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.

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.

Please do not use loads of electricity that are not property of Student Center 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.

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

## 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 payed:

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

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

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

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

## Receiving inventory and equipment

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

## Maintaining the cleanliness of rooms and common areas

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

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




Student Centre Rijeka’s staff is in charge of common area cleanliness (sanitary facilities, classroom, gym, student laundry and so on).




## Taking care of the environment

During your stay in the accommodation facilities of Student Center 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		<p>- <b>Stores:</b> newspapers, magazines, flyers, catalogs, notebooks, books, writing and computer paper, paper bags, letters, folders, cardboard etc.</p> <p>- <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</p>

Name of trash can	What it looks like	What it stores and what is important
<p>2. Orange trash can</p>		<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>
<p>3. Yellow trash can</p>		<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>
<p>4. Green trash can</p>		<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 keys.

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.

You enter the classroom, gym and laundry room by using key. Each time you want to use this rooms you have to go to the reception to take a key.

## Informing accommodation users and sending notices

Students 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 students to come to the reception and notify us in case they changed their contact information (cell phone number, e-mail address etc.).

## Using the Internet

In all Student Center 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 technical or any other issues, please make a report via the link:

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

or on e-mail address:

[it.podrska.igk@scri.hr](mailto:it.podrska.igk@scri.hr)

You will receive instruction for connecting to the Internet on your e-mail address few times during academic year. Instructions are always available on website of the Student centre Rijeka.



## 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 students 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 Center Rijeka.

## Post

Accommodation users can receive registered and non-registered post.

All post must be addressed as follows:

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

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

Registered post stays on the reception. Students will be informed about receiving registered post. We kindly ask students to come to the reception to pick up their registered post.



## Laundry room

The laundry room is located on the basement of pavilion 1. It is open every day, all day. For students who have a right to subsidized accommodation laundry service is free of charge. Student who don't have a right to subsidized accommodation need to make a payment of laundry service on reception of Student dormitory Ivan Goran Kovačić according to the price list which is located on reception.

You need to use key to enter the laundry room. Key is located on reception.

Each student 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 student 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.

## Classroom

The classroom is located on the ground floor of pavilion 5. It is open every day, all day. You need to use key to enter the classroom. Key is located on reception.

We kindly ask students to be quiet and have consideration for students who are studying. Before leaving, please make sure that you leave the room in the same condition as it was in when you got there. Please take your belongings with you before you leave.

## Gym

The gym is located between the workshop and the terrace next to the pavilion 1. It is open every day from 07:00am to 11:00 pm (07-23h).

Gym can use only those students who pay an annual membership fee according to the price list.

Each time you want to use the gym, you have to go to the reception and take a key.

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 student who uses the gym must oblige to the Gym house rules.



## Food service

In ground floor of pavilion 1 in Student dormitory Ivan Goran Kovačić there is restaurant Mini. In restaurant Mini, customers have several types of menus, various dishes, pizzas and brunch to go at their disposal. Breakfast, lunch and dinner are available as follows:

- Breakfast: from 07:00am to 09:00am (7-9 h)
- Lunch: from 12:00am to 3:30pm (12-15:30 h)
- Dinner: from 5:30pm to 20:30pm (17:30-20:30 h)

There are many other restaurants and cafe bars under Student Center Rijeka at your disposal. You can find out more about working hours of cafe bars and restaurants on the following link: <http://www.scri.uniri.hr/en/working-hours.html>

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

Name	Location
<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 employment

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

**Table 7.** Student Service's locations

Location	Working hours	Services
In the administration office of Student Center Rijeka (in pavilion 4 of Student dormitory Trsat) on the address Radmile Matejčić 5, Rijeka	From Monday to Friday from 08:00am to 04:00pm (08-16h). You can join or extend your membership from Monday to Friday from 08:00am to 03:30pm (08-15:30h).	All services provided by the Student Service
The counter in restaurant Index on the address Krešimirova St. 18, Rijeka	From Monday to Friday from 08:00am to 04:00pm (08-16h).	Issuing and submitting contracts, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.
In the entrance hall at the Faculty of Tourism and Hospitality Management on the address Primorska St. 42, Ika	On Wednesdays from 11:00 am to 04:00pm (11-16h).	Joining Student service, issuing and submitting contracts, issuing invoices, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.
On the 4 <sup>th</sup> floor on Polytechnic of Rijeka on the address: Vukovarska St. 58, Rijeka	On Tuesdays from noon to 04:00pm	Issuing and submitting contracts, registering employers, issuing data for Web service access, submitting or changing IBAN bank account.

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

<http://www.scri.uniri.hr/en/student-service.html>



## Student Center Rijeka – Contact information

Student Center Rijeka  
Radmile Matejčić 5  
51000 Rijeka  
Croatia

E-mail address: [scri.uniri@scri.hr](mailto:scri.uniri@scri.hr)

Web page: [www.scri.uniri.hr](http://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 Center Rijeka: <https://www.instagram.com/studentski.centar.rijeka/>
- cisto.ida: <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)