

UNIVERSITY OF ZAGREB  
**Student Centre  
in Varaždin**

 [scvz.unizg.hr](http://scvz.unizg.hr)

 [scvarazdin](#)

  [SCV > dom](#)

We wish you a pleasant stay at the SCV student dormitory  
and a successful academic year!



TU SAM K'O DOMA



#### INTERNET

Instructions for connecting to the Internet in SCV can be found on the [link](#) (QR).  
To transfer larger amounts of data please use wired connection instead of wireless.  
If you need help please contact [helpdesk@scvz.hr](mailto:helpdesk@scvz.hr)

#### ACCOMMODATION AND BILLS

Students on exchange get their **housing bills on the first of every month through the email** address they provided when they moved into the dorm. The bill needs to be paid until the payment due listed on the bill.

If you need help please contact [dom@scvz.hr](mailto:dom@scvz.hr).

**When you pay, please include the model number that's printed on the bill.**

#### ENTRANCE CARD

For the safety of our tenants and security purposes, the interior (hallways, some kitchens, study rooms, and terraces) and exterior of dormitories are monitored by video surveillance. For dormitory entrance please use the card that will be provided to you at the reception desk. Card may not be borrowed to other people. Lost or damaged cards have to be reported at the reception desk. When checking out from the dormitory, you have to give back the card. If you lose or damage your card, you will have to pay the costs in the amount of €10.

#### ROOM CLEANING

Every dormitory tenant accepts an obligation to properly clean his/her room, bathroom and toilet. Cleaning equipment is at your disposal at the reception desk. Employees of Student Centre in Varaždin can check up if you are fulfilling your obligation. It is strongly forbidden to put clothes, towels and other stuff on window shutters because of possible electronic malfunction on the mechanism. It is also forbidden to place clothes, shoes, etc. on room windows. Please don't place glasses, ashtrays and other stuff on the terrace fence because if they fall down they could injure someone unintentionally.

**Electrical appliances like iron, hot plates, water heaters or similar stuff are not allowed in the rooms.**

Preparing hot meals is allowed only in kitchens.

**Smoking in dormitories is not allowed.**

#### CHANGING THE BED SHEETS

You can change the bed sheets every 14 days. the exact schedule is

**Dorm A** > on the door of washing room in ground floor

**Dorm B** > on the reception and on the door of storage room 919 (by the entrance in garage from the reception)

#### ROOM THERMOSTAT

You can select the desired temperature on the thermostat within a limited range of 20° to 24°C, which is defined via the CNUS (central system). The energy-saving (night) operating mode is activated automatically only when there is no room card in the wall reader and/or when a window in the room is open. Instructions for using the thermostat are on the notice board at the reception.



#### REPORT A MALFUNCTION - HELPdesk

Malfunction in your room or common areas can be reported through web application after registration on the HELPdesk. In case of emergency (immediate danger, flood, etc.) malfunction should be reported immediately on reception desk. [HELPPdesk](#).

#### KITCHENS

Please clean the kitchen after use: **wash and tidy up the dishes, do not throw food in kitchen sink.**

Clean up the tidy up the kitchen.

Electric kettle can be used only to boil water. Don't take them out of kitchens.

Short instructions for using a microwave are in every kitchen - please consult web manuals if you are not sure how to use them. Storing alcohol in kitchens is not allowed.

Please, when cooking open the window or turn on the ventilation in the kitchen.

#### WASTE DISPOSAL

**Please, separate different types of waste in proper containers** in your room and then put your selected waste in underground containers.

Biodegradable waste is collected in kitchens.

#### WASHING, DRYING AND IRONING OF CLOTHES

You can use the Laundry Room if you want to wash, dry or iron your clothes. The service is payed on the reception desk and is registered on your room card. With the card you can start washing and drying machines in the Laundry Room. Uslugu pranja i sušenja plaćate na recepciji. Uplata se registrira na Vašoj kartici te pomoću nje pokrećete perilice/sušilice u praonici doma B. The card may contain more then one charge for washing and drying. Please, if you need any assistance ask our cleaning ladies or receptionists. You can use iron and ironing board in the Laundry room. Please be careful to fill the iron with distilled water and please dont forget to unplug iron from electricity when you are done with ironing.

**Working hours of the Laundry room is from 7 a.m. until 9 p.m.**

#### PACKAGE AND FOOD DELIVERY TO STUDENT DORMS

The reception does not accept postal packages, only letters and delivery notifications. The centre has GLS pickup boxes, so please use GLS for deliveries whenever possible.

If you order food delivery please wait for it outside the entrance in Student Centre. Delivery to room is not allowed.



### STUDENT RESTAURANT

The Student Restaurant provides meals through the Student Card system. Please contact your university for the exact procedure to obtain a Student Card.  
More information [issp.srce.hr](http://issp.srce.hr)

**Breakfast 8 - 10.30 AM Lunch 11 AM - 3 PM Dinner 6 - 8 PM**

[Daily menus of the Student Restaurant](#)

During the following periods 8.00 - 10.30 AM, 3.00 - 5.30 PM, and 8.00 - 9.00 PM – you can order dishes from the daily special menu.

In the à la carte section of the restaurant, starting from 7.00 AM, you can purchase warm beverages, sandwiches, scones, or breadsticks to take away. Throughout the day, there is also a special student offer on pizza and pancakes.



### STUDENT SERVIS

All students with residence in Croatia can be members of the Student Servis, free of charge.  
More about the on line membership is on the [link](#) (QR).

The WEB SERVISI platform on the SC Varaždin website allows all Student Servis members to view job offers, check the status of their contracts and earnings, sign contracts electronically with selected employers, and download their contracts.  
Facebook [studentservis.varazdin](#)

### STUDENT INFIRMARY

The Student Infirmary at the Student Centre Varaždin operates during the academic year according to the schedule posted on its entrance door and on the Centre's website.

### BICYCLE AND SCOOTER STORAGE

Bicycles and scooters can be stored in the bicycle storage room (Dorm B), which can be accessed with your room key card, or on the bicycle racks in the courtyard.

It is mandatory to **register bicycles and scooters at Dorm A, office 13**, from Monday to Friday between 7 AM and 3 PM (break from 10 - 10.30 AM) so that they can be recorded and marked with a sticker.  
Bicycles and scooters are not allowed to be kept in rooms, hallways, staircases, etc.

A bicycle pump and repair tools are available in the bicycle storage room.

### PARKING AND UNDERGROUND GARAGE

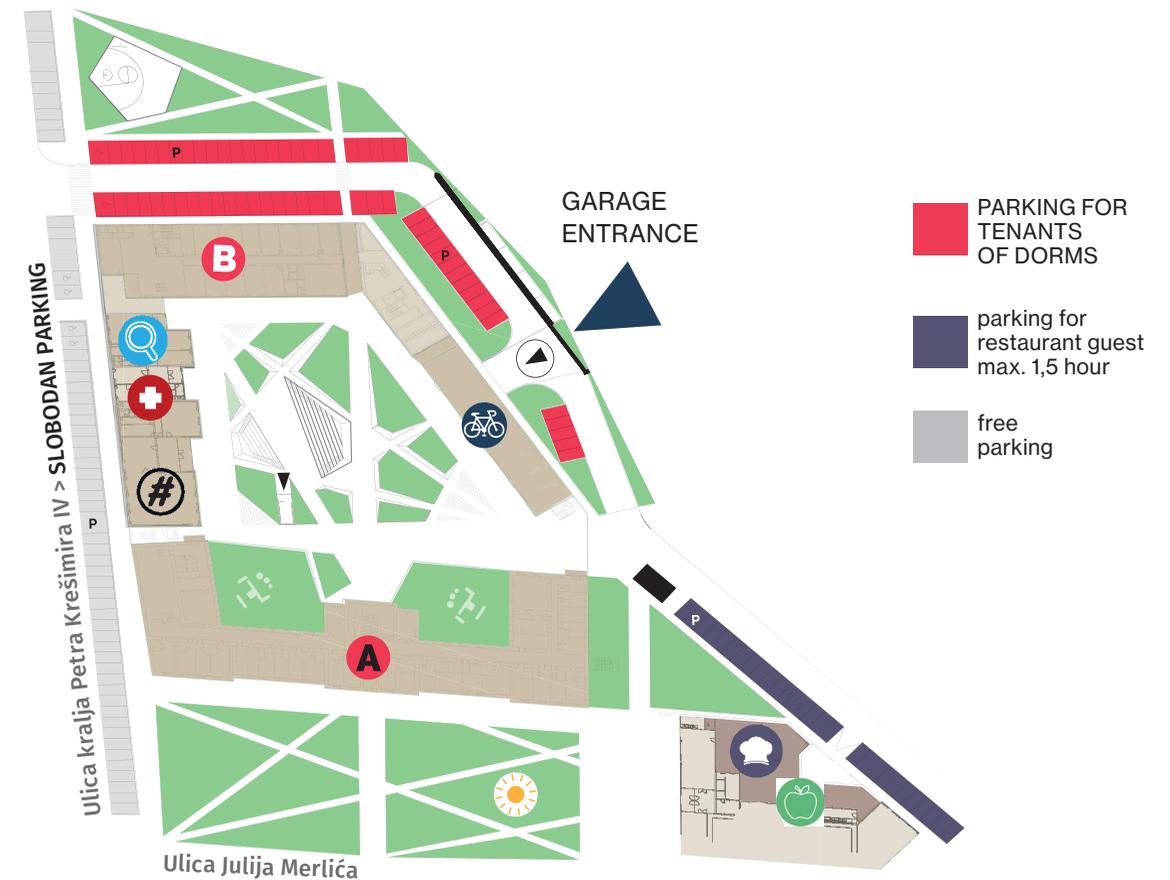
The Center is not obligated to provide parking space for the tenant's car. Tenants who want to park their car in the Center's parking lot or the underground garage must first register it at the reception desk and get a parking card, which must then be placed under the windshield of the vehicle it was issued for.

One parking card may be obtained by a tenant for a car registered in their name or the name of a close relative. The parking card does not grant a parking space; it merely identifies the vehicle. Parking along the walls of the garage is prohibited, as those spaces are reserved for staff vehicles. Parking is also forbidden in spaces designated for people with disabilities, as well as in any location that obstructs passage or access to fire hydrants.



Rules for parking [link](#) (QR)

The Center has no responsibility for damage to or loss of personal property in rooms, dormitory areas, parking lots, or the underground garage.  
Charging scooters, bicycles, or cars is not permitted inside the dormitory buildings. Tenants may use the charging stations located on the solar benches in front of Dormitory A for scooters and bicycles, while cars may be charged in the garage.



### STUDENT COMMITTEE / STUDENT CLUB / STUDENT PROJECTS

In cooperation with student unions, the Dormitory Student Committee, educational institutions, organizations, and associations, SCV organizes various student events, lectures, and workshops in the Student Club, covering topics such as travel, health, hobbies, and culture (FB: scvarazdin).

The SCV Student Committee is elected every academic year in October. Information about the elections will be posted on the notice boards in the student dormitories.

Twice a year, SCV announces a Call for Funding Student Projects. You may design and submit your project individually, as a group of students, or through the SCV Student Committee. Traditionally, each year SCV, in agreement with the Student Committee, funds events for residents such as the annual Barbecue, the End-of-Year Gathering at the Drava River, and many other activities.

### STUDENT GARDEN

All residents may participate in planting, arranging, and maintaining the Student Garden. For more information, please contact the SCV Student Committee.

### CULTURE, MUSIC, ENTERTAINMENT

SC Varaždin provides students with free tickets for theatre performances at the Croatian National Theatre (HNK) in Varaždin. Tickets can be collected at the Theatre box office upon presenting a valid student ID. With a student ID, you can also visit the departments of the Varaždin City Museum free of charge.

The Student Club includes a Music Room equipped with electronic drums, keyboards, amplifiers, and microphones. To use the Music Room, please contact the Student Committee.

In the renovated basement of Dormitory A, students can gather daily and enjoy music, table football, billiards, darts, and air hockey (equipment can be borrowed at the Dormitory A reception). Please lower the volume and close the doors after 11 PM so as not to disturb neighbors. After use, the basement area must be left clean and tidy.

Parties and celebrations are not allowed in the dormitory, except birthday celebrations with prior approval from the Administration. Approval must be requested by email at [dom@scvz.hr](mailto:dom@scvz.hr) during SCV Administration working hours (Monday–Friday, 7 AM – 3 PM). Birthday celebrations are usually held in the basement of Dormitory A.

**After 11 PM, loud noise is not permitted inside or outside the dormitory, nor is the presence of non-residents in the courtyard or in front of the dormitory.**



### VISITORS

Non-residents (those who are not dormitory tenants or do not have a rented room) are not allowed to stay in the dormitory after 11 PM, or after 12 PM on weekends, regardless of relationship. Students may receive visitors until 10 PM (until 11 PM on weekends).

Upon entering the dormitory, all visitors must be registered at the reception desk. Visitors must leave the dormitory by 11 PM, or by 12 PM on weekends. Exceptionally, visitors may stay longer if working on student projects with dormitory residents, and only in Classroom 106 in Dormitory B or in the meeting room in Dormitory A. Permission for extended visitor stay must be requested at [dom@scvz.hr](mailto:dom@scvz.hr) (Monday–Friday, 7 AM – 3 PM), or outside working hours at [recepcija@scvz.hr](mailto:recepcija@scvz.hr).

If a close family member, partner, or significant other is visiting a dormitory resident, a room for overnight stay may be reserved at a special discount (SCV website – Accommodation/Dormitories). Arrival must be announced in advance, and room availability confirmed via [dom@scvz.hr](mailto:dom@scvz.hr) during Administration working hours (Monday–Friday, 7 AM – 3 PM).

### SPORTS

The gym may be used only by dormitory residents, daily from 6 AM to 12 PM. At 11 PM, gym windows must be closed and music volume reduced to avoid disturbing other residents and neighbors. Before entering the gym, students must check in at the Dormitory A reception, and check out when leaving. The student who borrows the gym key at Reception A must return it afterward. Please follow the gym rules posted at the entrance.

In the SCV courtyards, you may use outdoor exercise equipment, the cageball court, and the basketball court. Balls can be borrowed at Reception A. A large outdoor chess set is available in the Student Club and can be requested at the reception.

#### Equipment available at Reception A:

- teqball, spikeball, and table tennis (to be used in the courtyard and returned afterward)
- board games
- badminton sets (two standing nets, rackets, and shuttlecocks)
- basketball, football, volleyball, and teqball balls
- table tennis rackets and balls
- foot and leg massage set
- jump ropes and resistance bands

#### Equipment available at Reception B:

- electric scooter
- hoverboards
- basketball and futsal balls



Students are asked to keep their rooms clean and avoid damaging dormitory equipment and inventory so that future generations can enjoy the facilities as well.

Please close windows, turn off lights in the room and bathroom when leaving, do not leave computers running when you are not in the room, and lock your room.

All additional information can be found on the notice board near the reception and on

 [scvz.unizg.hr](http://scvz.unizg.hr)

 [scvarazdin](https://www.facebook.com/scvarazdin)

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Students are encouraged to follow posted announcements.

For all accommodation-related inquiries, contact [dom@scvz.hr](mailto:dom@scvz.hr). Responses are provided on working days, Monday to Friday, from 7 AM to 3 PM.

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SVEUČILIŠTE U ZAGREBU  
**Studentski centar  
u Varaždinu**