

Note: The unofficial consolidated text of the Dormitory Rules is only an informative work tool, in respect of which the institution does not guarantee compensation or in any other way.

Pursuant to the 12th indent of Article 11 of the Decision establishing the 'Študentski dom Ljubljana' public institute (Official Gazette of the Republic of Slovenia No. 67/12, 24/13, 63/13, 79/15, 52/16, 12/17, 76/17, 88/22, and 79/23, hereinafter: the Decision) and the 12th indent of Article 18. of the Articles of Association of the Študentski Dom Ljubljana Public Institute (No. 01411/9-0001/2023 of 28 March 2023 and No. 0140-0001/2024 of 6 March 2024), after having obtained the opinion of the Student Council of Residents, the Council of the Študentski Dom Ljubljana Public Institute, at its 20 meeting of the 23rd of February 2026, adopted the following

HALL REGULATIONS

I. GENERAL PROVISIONS

Article 1 (Purpose)

These Hall Regulations stipulate:

1. General Provisions
2. Rules on residents moving in, relocating, and moving out
3. Rights and obligations of residents
4. Organisation of residents
5. Rights and obligations of employees and authorised persons of the Institute
6. Reception and professional security service
7. Alternative dispute resolution
8. Disciplinary liability of residents
9. Tourism activity
10. Final provisions

Article 2 (Application)

(1) The Hall Regulations shall apply to all halls of residence and flats managed by the Študentski dom Ljubljana Public Institute (hereinafter the Institute).

(2) In addition to these Regulations, residents living in flats shall comply with the residential rules of respective multi-dwelling units.

Article 3 (Manner of handling procedures)

Residents shall handle all procedures within the Institute in person, or through another person acting on their behalf with an authorisation filled in on the prescribed form published on the Institute's website.

II. 2. RULES ON RESIDENTS' MOVING IN, RELOCATING, AND MOVING OUT

Article 4 (Accommodation agreement)

(1) The accommodation agreement constitutes the legal basis of the agreed relationship between the contracting parties, with the Hall Regulations, which are published on the Institute's website, forming an integral part thereof.

(2) By signing the accommodation agreement and moving into the Institute's premises, the person acquires the status of a resident of the Institute, together with the rights and obligations arising from the accommodation agreement and the Hall Regulations.

(3) Resident shall keep the accommodation agreement until moving out. Residents shall receive the accommodation agreement by email, and a copy shall also be available in their *MojStudent* application profile.

(4) At the request of an authorised representative of the Institute, residents shall prove their resident status by presenting the accommodation agreement or a valid identity document.

Article 5 (Security deposit)

(1) The security deposit shall be paid to cover obligations arising during the term of the contractual relationship and shall be returned to residents no later than two months after the termination of the contractual relationship, provided that the Institute establishes that it has no outstanding claims against the resident. If such claims exist, any outstanding payment obligation shall be settled in the final statement.

(2) The Institute may use the security deposit to settle unpaid rent or other accommodation costs, or to cover any damage caused.

(3) The security deposit shall be paid by residents who do not have a guarantor.

(4) The security deposit in the Hall of Residence for Postgraduate Students (hereinafter the DPL) shall be paid by residents who are not employed.

(5) The amount of the security deposit for each academic year shall be determined by the Director or a person authorised by the Director.

Article 6 (Manner of informing the residents, *MojStudent* application)

(1) Information relevant to all residents shall be made available on the Institute's website.

(2) Information, notices, invitations, and other communications (hereinafter the mail) sent by the Institute to residents shall be delivered by email or through the *MojStudent* application.

(3) Upon moving in, residents shall receive a username and password for accessing the *MojStudent* application. Residents shall log in to the *MojStudent* application and provide a valid email address. All mail from the Institute relevant to their residence in the halls shall be sent to residents via the *MojStudent* application.

(4) Mail shall be deemed delivered on the third working day after the day of sending or transfer to the application.

Article 7 (Special accommodation units)

(1) Adapted flats and studios are designated in the DPL for residents with special needs and their assistants.

- (2) Special flats are designated for student families.
- (3) For residents for whom biological sex is not a determining criterion for room allocation, all-gender accommodation units are available.
- (4) Quiet halls are available for residents (Hall II, Hall V, Hall VI, and Hall XII, as well as flats at Rimska cesta 7a and in the DPL).
- (5) Single rooms are also available for residents.

Article 8

(Applications for special accommodation units)

- (1) Residents who wish to stay in a quiet hall or in a single room shall submit an application via the *MojŠtudent* application.
- (2) Residents who wish to stay in all-gender accommodation units shall submit an application, available on the Institute's website, to the Reception Office.
- (3) The Reception Office shall maintain waiting lists of applications for accommodation in quiet residence halls and single rooms for each residence hall.
- (4) Residents may apply for a single room in a particular hall, provided they are a third-year undergraduate student. A single room shall be allocated to a resident who is at least a third-year undergraduate student or a postgraduate student and who has not been subject to disciplinary measures in the past.
- (5) If a resident fails to respond without justification to the Institute's request within five working days, they shall be removed from the waiting list and the next resident on the waiting list shall be invited to move in.

Article 9

(Move-in procedure)

- (1) Residents shall carry out the administrative formalities of the move-in procedure at the Reception Office within two working days, formally taking over the room, keys, and other inventory from the hall caretaker, with a record made of the handover. The Reception Office shall arrange for the registration of temporary residence at the address of the individual hall.
- (2) Notwithstanding the first paragraph of this Article, DPL residents shall collect their keys at the DPL reception desk.
- (3) If, for unjustified reasons, residents fail to formally take over the accommodation unit at the Reception Office within two working days after moving in or fail to commence their stay, it shall be deemed that the resident has moved in.
- (4) In the case referred to in the second paragraph of this Article, the Institute may terminate the accommodation agreement with such a resident.
- (5) If residents complete the move-in and move-out procedures on the same day, they shall pay the costs of the move-in procedure in accordance with the Institute's price list.

Article 10

(Relocation)

- (1) Residents may relocate to another accommodation unit at their own request, in accordance with the Hall Regulations.
- (2) Relocation at the residents' request is generally not possible during periods when the Institute is carrying out priority tasks.
- (3) Relocation at residents' request is not possible if a disciplinary measure of a written warning with relocation has been issued within the past year.
- (4) Notwithstanding the third paragraph of this Article, relocation back to the same accommodation unit is not possible.
- (5) For relocation at their own request, residents shall pay the costs of the relocation procedure and any other applicable costs in accordance with the Institute's price list.
- (6) Residents shall relocate to another accommodation unit if there is a justified concern for the safety of people and property, when required due to the following reasons: renovation or maintenance work, for reasons of economic efficiency (e.g. Implementation of tourism activities), due to sanitary or health measures, due to force majeure, or due to the disciplinary measure of a written warning with relocation. Relocation for sports, cultural or other events shall only be carried out with the resident's consent.
- (7) A resident living in an accommodation unit designated for families or persons with disabilities, who is staying in such a unit only because there were no accommodation needs for families or persons with disabilities at the time of their move-in, shall relocate to another accommodation unit if the Institute requires the unit for the accommodation of a family or a person with disabilities.
- (8) Residents shall relocate within a reasonable period determined by an authorised representative of the Institute.

Article 11
(Relocation procedure)

- (1) Residents shall coordinate the date and location of the relocation with the Reception Office.
- (2) Residents shall complete the relocation by handing over the room and any common areas in the facility, properly cleaned and maintained, to the hall caretaker, who shall record the condition of the accommodation unit and its inventory. Residents shall return the keys and bed linen to the hall caretaker and remove all personal belongings from the room.
- (3) An accommodation unit shall be considered properly cleaned and maintained if its condition complies with the prescribed standards of cleanliness published on the Institute's website.
- (4) Notwithstanding the second paragraph of this Article, DPL residents shall return their keys at the DPL reception desk.
- (5) If, during the inspection, the caretaker identifies any irregularities (e.g. insufficient cleanliness, damage or missing equipment), the costs shall be charged to the resident in accordance with the Institute's valid price list.

(6) The Reception Office shall complete the relocation procedure by charging residents any outstanding difference in accommodation fees or other costs in accordance with the Institute's applicable price list and taking into account supplier prices, and by charging the costs of the relocation procedure. The Reception Office shall also arrange any necessary deregistration or registration of residents' temporary residence.

(7) Residents shall finalise the procedure by formally taking over the new accommodation unit from the hall caretaker.

Article 12
(Commission relocation)

The Institute shall carry out a commission relocation if residents do not voluntarily relocate within a reasonable period in accordance with the Hall Regulations.

Article 13
(Move-out and termination of the accommodation agreement)

(1) Residents may move out of the Institute at any time at their own request.

(2) Residents shall move out the day after:

- the termination of their right of residence;
- the expiry of the accommodation agreement;
- the termination of the accommodation agreement due to residents' outstanding financial obligations to the Institute, or due to the subletting, resale or enabling of the use of beds to persons who are not entitled to stay in the Institute;
- exclusion from the Institute or the finality of a disciplinary measure of exclusion from the Institute;
- the termination of the accommodation agreement due to residents failing to formally take over the room or commencing their stay in the Institute.

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Article 14
(Move-out procedure)

(1) Residents shall carry out the move-out procedure by cleaning the room and any common areas in the facility in accordance with the prescribed standards of cleanliness published on the Institute's website.

(2) If residents move out during the caretaker's working hours, the procedure shall be carried out with the caretaker recording the condition of the accommodation unit and the inventory at the time of the handover. Residents shall return the keys and bed linen to the hall caretaker and remove all personal belongings from the room.

(3) Residents may also move out outside the caretaker's working hours. In this case, borrowed items shall be left on the desk in the accommodation unit, and the keys and the handover minutes shall be placed in a sealed envelope and deposited in the caretaker's mailbox. By choosing this procedure, residents warrant that the accommodation unit is clean, undamaged and equipped with all required inventory upon departure, and thereby assume full responsibility for its condition.

(4) If, during the inspection, the caretaker identifies any irregularities (e.g. insufficient cleanliness, damage or missing equipment), the costs shall be charged to the resident in accordance with the Institute's valid price list.

(5) The caretaker shall forward the minutes to the Reception Office, which shall complete the move-out procedure by settling any outstanding balance relating to rent or other costs in accordance with the applicable price list or supplier prices. The Reception Office shall also arrange the deregistration of residents' temporary residence and remove such residents from the current record of residents.

(6) Notwithstanding the second paragraph of this Article, DPL residents shall return their keys at the DPL reception desk.

Article 15

(Removal of a person without the right of residence)

(1) A person who resides in the Institute's premises without a legal basis shall leave the premises immediately.

(2) If such a person does not leave voluntarily, the Institute shall arrange for their removal.

(3) The resident who accommodated such a person shall bear the costs of the commission eviction procedure in accordance with the Institute's price list.

Article 16

(Commission eviction)

(1) If residents fail to move out voluntarily within the time limit set out in the second paragraph of Article 13 and/or in the manner laid down in Article 14 of the Hall Regulations, the Institute shall carry out a commission eviction procedure.

(2) The date of the commission eviction shall be communicated to residents three working days before the commission eviction date via a notice sent through the *MojStudent* application. (4) The notice shall be deemed delivered on the third working day after the day of transfer to the application.

Article 17

(Commission eviction procedure)

(1) A commission eviction shall be carried out by a three-member commission composed of another resident of the Institute and two employees of the Institute. The commission shall record residents' personal belongings, determine the condition of cleanliness and maintenance of the room and any shared areas within the flat, and record the condition of the inventory.

(2) The commission eviction shall be carried out in accordance with the instructions for commission eviction published on the Institute's website.

(3) In the case of commission eviction of a foreign resident, a representative of the sending institution may also be present.

(4) A commission eviction may be carried out in the residents' absence, provided they have been notified in advance in accordance with the Hall Regulations.

Article 18

(Collecting stored belongings, costs of commission eviction, and storage)

(1) The Institute accepts no responsibility for residents' stored belongings.

(2) Residents may collect their personal belongings in the presence of the caretaker no later than 15 days after the commission eviction, provided that all obligations to the Institute have been settled.

(3) If residents fail to collect their belongings within 15 days from the date on which the items were stored, it shall be deemed that they do not wish to collect them. From that point on, the Institute shall no longer be under the obligation to store residents' belongings and may dispose of them through a commission destruction procedure or donate them to charity.

(4) The costs of the commission eviction and any other related costs shall be settled by residents within eight days from the date of invoicing.

(5) If residents fail to settle the outstanding amount within eight days from the date of invoicing, the Institute shall send a payment reminder.

(6) If residents fail to settle their obligations within eight days from the date of issuance of the reminder, the Institute may initiate enforcement proceedings.

Article 19

(Suspension of the right of residence)

(1) Residents shall be entitled to enter into an agreement on temporary move-out and suspension of the right of residence in the event of absence due to studies or placement/practical training outside the place of study, illness, special social circumstances, or voluntary military service, provided that the absence lasts more than two months and residents notify the Reception Office of the occurrence of such circumstances in a timely manner. The move-out shall take place no earlier than 10 days before the start of the absence.

(2) Residents' right of residence shall be suspended for the period specified in the agreement on temporary move-out and suspension of the right of residence. During the suspension period, residents shall not pay rent. Residents shall move back into a room that is available at the time no later than three working days after the expiry of the period specified in the agreement on temporary move-out and suspension of the right of residence; otherwise, it shall be deemed that they have withdrawn from the accommodation agreement.

(3) Upon moving back in, residents who occupied a special accommodation unit prior to the temporary move-out shall be placed at the top of the waiting list for the special accommodation unit they occupied before the temporary move-out.

III. RIGHTS AND OBLIGATIONS OF RESIDENTS

Article 20

(Residents' rights)

In accordance with the Hall Regulations, residents shall be entitled to:

- use their own bed;
- use the assigned inventory;
- use the hall-provided blanket, pillow, and bed linen;
- have the hall bed linen washed and changed every two weeks, except in the DPL, where bed linen is changed once a week;

- use cold and hot water;
- use electricity, electrical installations, and appliances owned by the Institute;
- use common areas;
- use shared inventory in the hall;
- have rooms heated during the heating season;
- use built-in kitchenettes;
- use bathrooms and sanitary facilities;
- use classrooms;
- use music rooms;
- use the fitness centre;
- enjoy normal conditions for daily activities and night-time rest;
- use common areas that are regularly maintained and cleaned, except for cleaning within flats;
- have defects in the accommodation unit rectified, provided they are not the result of improper or negligent use;
- receive information on residence;
- use the Institute's Internet network in accordance with the regulations governing the student Internet network, which are published on the Institute's website;
- use parking areas within the Institute's premises in accordance with the regulations governing traffic and parking on the Institute's premises, or use parking garages, which are published on the Institute's website;

Article 21
(Use of special common areas)

Residents may use special common areas with the associated inventory and equipment in compliance with the Hall Regulations as follows:

- premises of the Student Council of Residents (hereinafter the SCR): access is permitted to SCR members and residents of the Institute during office hours or by prior arrangement with the SCR President;
- common lounge: access and use of the lounge is permitted to hall residents, provided they comply with the provisions of the Hall Regulations. Use of the lounge is not limited in time;
- music room and studio: access and use are permitted to residents who are co-signatories of the agreement on the use of these facilities, between 8 a.m. and 10 p.m., in accordance with the pre-determined schedule and the instructions for use published on the Institute's website;
- classrooms: access and use are permitted to residents of the Institute;
- laundry rooms: access and use are permitted to residents of the respective hall;
- bicycle storage rooms: access and use are permitted to residents of the Institute, with no time restrictions. Residents shall enter the bicycle storage rooms with a key and lock them upon leaving;
- bicycle storage room in Bežigrad – the DPL: access and use is permitted to DPL residents, with no time restrictions. Residents shall enter the bicycle storage room by ringing the receptionist, who will open it. The doors of the bicycle storage room

shall close automatically after a predetermined time. Keep the bicycles in the storage room locked despite the security equipment;

- parking garages: access and use of the parking garage is permitted in accordance with the general conditions for parking vehicles in parking garages and after concluding a contract with the tenant of the respective parking garage. The use of the Institute's parking and traffic areas is further regulated by the regulations on traffic and parking within the Institute's premises, which are published on the Institute's website;
- fitness centre: access and use are permitted to residents of the Institute, provided they wear appropriate sports equipment, in accordance with the schedules published on the Institute's website and in accordance with the Institute's price list;
- outdoor sports facilities of the Institute (sports fields, courts): designated for residents of the Institute who use them at their own risk;
- student gardens: use is permitted to residents cultivating the plots and harvesting crops, who use them at their own risk;
- children's playground: designated for residents and student families, who use it at their own risk; the playground shall be locked overnight.

Article 22

(The manner of exercising the rights)

(1) Residents shall exercise their right to maintenance and rectification of defects in accommodation units by reporting any defect, malfunction, damage, wear of inventory, installations or other equipment, accident, lack of maintenance or cleanliness, or any breach of the Hall Regulations through the *MojŠtudent* application, which automatically forwards the report to the hall caretaker.

(2) Residents may exchange used bed linen in person with the hall caretaker, in accordance with the schedule published by the Institute on the notice board of the respective hall.

(3) Notwithstanding the second paragraph of this Article, bed linen for DPL residents shall be changed by an authorised representative of the Institute in accordance with the instructions provided upon move-in.

Article 23

(Socialising in quiet halls)

Socialising in quiet halls may take place twice a month. Such events shall be registered with the Reception Office by the representative of the quiet hall or their deputy at least three working days before the planned date, using the form published on the Institute's website. The event shall finish by 10 p.m.

Article 24

(Internal hall parties)

(1) Internal hall parties are parties organised by residents of a particular hall and intended solely for the residents of that hall.

(2) Internal hall parties may be organised in halls in which more than 50% of hall residents (Slovenian citizens only) have given their consent to organising such parties for the current academic year.

- (3) The Institute shall issue its consent to the organisation of an internal hall party in accordance with the Hall Regulations.
- (4) There shall be no disturbance of public order at internal hall parties.
- (5) Internal hall parties may be organised under the following conditions:
- only the hall representative or their deputy may register the party, and shall, prior to the party, obtain the consent of the hall caretaker and the authorised person of the Institute; The hall caretaker shall confirm being notified of the party by signing the form for registering a hall party. The hall caretaker may submit any comments at the time of being notified of the party. The final confirmation of the hall party is decided by an authorised person of the Institute based on all the obtained information.
 - only a resident of the hall may act as the organiser of the party;
 - the party shall be registered with the Reception Office at least three working days prior to the planned party, using the form published on the Institute's website;
 - the organisation of the party, the designation of the responsible person, and the obligatory cleaning after the party (to be completed by 9 a.m. the following day) shall be agreed for each party. If the premises are not cleaned after the event, the Institute shall perform the cleaning at the organiser's expense;
 - parties may be organised in each hall once every two weeks, from Monday to Thursday;
 - on any given day, no more than two registered parties may take place within the Institute, and only one within an individual hall complex;
 - Each event may last until 1 a.m.;
 - due to academic obligations, parties are not permitted during the examination period (in accordance with the academic calendar of the University of Ljubljana), in July, August, and September, and during the May Games;
 - during weeks when parties or other events are organised for all residents of the Institute, internal parties may not be organised in individual halls. The party organiser, nor any other person, may not advertise an internal hall party outside the Institute;
 - the Institute may not have detected any unregistered parties or any damage to property caused.
- (6) If the reception or professional security service or an authorised person of the Institute determines that:
- the party is not being held in the designated common area,
 - the party has been organised for the purpose of generating profit (payable food, drinks, etc.),
 - prohibited substances are being consumed at the party,
 - the number of attendees exceeds the limit set by the Fire Safety Regulations, or there are external participants at the party,
 - the party continues after 1 a.m.,

they shall require the event to be terminated. If the requirement is not complied with, emergency security service shall be called at the expense of the party organiser. The emergency security service shall terminate the event immediately upon arrival.

(7) If the Institute detects an unregistered party, or a party taking place contrary to the Hall Regulations, or the presence of people who are not residents of the hall, or damage to property, or other violations of the Hall Regulations, the Director or a person authorised by the Director shall as a rule prohibit the organisation of parties in that hall for a period of up to three months.

Article 25 (Picnics)

- (1) Internal hall picnics are hall picnic organised by residents of a particular hall and intended solely for the residents of that hall.
- (2) The Institute shall issue its consent to the organisation of an internal hall picnic in accordance with the Hall Regulations.
- (3) The use of sound equipment at an internal hall picnic is prohibited if it exceeds a level that could constitute a disturbance of public order or disturb normal living conditions in the hall.
- (4) There shall be no disturbance of public order at internal hall picnics.
- (5) Residents may organise an internal hall picnic on the outdoor areas designated by the Institute under the following conditions:
 - only the hall representative or their deputy may register the picnic, and shall, prior to the picnic, obtain the consent of the hall caretaker and the authorised person of the Institute; The hall caretaker shall confirm being notified of the picnic by signing the form for registering a hall picnic. The hall caretaker may submit any comments at the time of being notified of the party. The final confirmation of the hall picnic is decided by an authorised person of the Institute based on all the obtained information.
 - only a resident of the hall may act as the organiser of the picnic;
 - the use of open fire and gas cylinders is prohibited;
 - the picnic shall be registered with the Reception Office at least three working days prior to the planned picnic, using the form published on the Institute's website;
 - the organisation of the picnic, the designation of the responsible person, and the obligatory cleaning after the picnic (to be completed by 9 a.m. the following day) shall be agreed for each picnic. If the premises are not cleaned after the picnic, the Institute shall perform the cleaning at the organiser's expense;
 - picnics may be organised in each hall once every two weeks, from Monday to Thursday;
 - on any given day, no more than three registered picnics may take place, and only two within an individual hall complex.
 - no hall picnic may be held on a day when a hall party is registered in the same hall complex;
 - a picnic may last until 10 p.m.;

- due to academic obligations – with the exception of June – picnics are not permitted during the examination period (in accordance with the academic calendar of the University of Ljubljana), in July, August, and September;
- The party organiser, nor any other person, may not advertise the picnic outside the Institute;
- the Institute may not have detected any unregistered picnics or any damage to property caused.

(6) If the reception or professional security service or an authorised person of the Institute determines that:

- the picnic is not being held in an area approved by the Institute,
- the picnic has been organised for the purpose of generating profit (payable food, drinks, etc.),
- prohibited substances are being consumed at the picnic,
- the picnic continues after 1 a.m.,

they shall require the picnic to be terminated. If the requirement is not complied with, the emergency security service shall be called at the expense of the picnic organiser. The emergency security service shall terminate the picnic immediately upon arrival.

(7) If the Institute detects an unregistered picnic, or a picnic taking place contrary to the Hall Regulations, or the presence of people who are not residents of the hall, or damage to property, or other violations of the Hall Regulations, the Director or a person authorised by the Director shall as a rule prohibit the organisation of picnics in that hall for a period of up to three months.

Article 26 (Events)

(1) Events are organised public or private gatherings held for the purposes of entertainment, culture, sports, education, or special occasions.

(2) For events to which external visitors are invited, the organiser shall obtain the prior written consent of the Institute and take out liability and damage insurance.

(3) The Institute shall determine the organisation, location, duration, and responsible persons, while the organiser shall notify the competent administrative authority of the event and obtain all required permits.

(4) The organiser shall use all areas or premises of the Institute solely for their intended purpose. The organiser shall ensure the presence of professional security service, first aid, permissible sound levels, and full compliance with the instructions issued by the competent authorities.

Article 27 (Costs and payment of accommodation)

(1) Residents shall settle all costs related to their accommodation in the Institute in accordance with the accommodation agreement and the Hall Regulations. Rent and other accommodation costs are payable from the date of signing the accommodation agreement. Residents shall pay rent and other accommodation costs by the 20th day of the month for the current month. Residents who opt to pay rent and other

accommodation costs by SEPA direct debit shall choose a debit date that is equal to or earlier than the invoice due date.

(2) Residents who fail to pay rent and other accommodation costs by the 20th day of the month shall be charged statutory default interest and shall be sent a reminder notice. The defaulting resident's guarantor shall also be informed of the reminder.

(3) The cost of the reminder shall be charged in accordance with the applicable price list of the Institute.

(4) If residents fail to settle the outstanding obligations within eight days of the issuance of the reminder invoice, the Institute may initiate enforcement proceedings and/or terminate the accommodation agreement or refuse to conclude a new one.

(5) The notice of termination of the accommodation agreement shall be sent to the defaulting resident and to the guarantor.

(6) Residents shall pay rent and other accommodation costs in the following manner:

- if they move in on or before the 15th day of the month, they shall pay rent for the entire month;
- if they move in after the 15th day of the month, they shall pay rent for one half of the month;
- if they move in during the last 5 days of the month, they shall pay rent for 5 days;
- if they move out on or before the 5th day of the month, they shall pay rent for 5 days;
- if they move out on or before the 15th day of the month, they shall pay rent for one half of the month;
- if they move out after the 15th day of the month, they shall pay rent for the entire month.

(7) If the 5th or the 15th day of the month is a work-free day or the Reception Office is closed on that day, and residents move out on the next working day, they shall pay rent and other accommodation costs up to and including the 5th or 15th day of the month.

(8) Persons who stay for less than one month shall pay rent and other accommodation costs for the entire period of their stay directly upon moving in.

(9) If one of the parents residing in an accommodation unit designated for student families is not entitled to subsidised accommodation, they shall be charged rent at market price in accordance with the Institute's price list.

(10) If the Institute identifies an outstanding obligation after residents have moved out, an invoice shall be issued for the identified obligation.

(11) Residents who move into the Institute after the publication of the first preliminary priority list before 1 October of the current academic year, and who did not stay in the Institute in the previous academic year, shall pay a reservation fee in the amount of the subsidised rent.

(12) If the resident referred to in the tenth paragraph of this Article fails to settle the outstanding amount within eight days, the Institute shall immediately issue a reminder.

If the invoice is not settled within a further eight days, the Institute may initiate enforcement proceedings.

Article 28

(Advance payment of accommodation costs)

(1) This Article applies to residents who have submitted an application within the deadline for applications for extension of stay.

(2) For the period from the expiration of the right to accommodation, i.e. from 1 October until the final decision on the acquired right to subsidised accommodation or accommodation at the price of residence in the current year, residents shall pay an advance payment of accommodation costs in the amount of the subsidised price or the applicable price of residence.

(3) Upon moving out, residents shall settle the difference between the advance payment of accommodation costs and the market price for the period from 1 October until the date of moving out or for the period from the loss of the right to subsidised accommodation until the date of moving out, in accordance with the Hall Regulations, if:

- a final decision on their right to subsidised accommodation has not yet been issued on the day of moving out,
- they have lost the right to subsidised accommodation.

(4) If it is subsequently established that residents have acquired the right to subsidised accommodation after moving out, the Institute shall reimburse them for the difference referred to in the second paragraph of this Article, including for the period from 1 October until the date of moving out.

Article 29

(Liability for damages caused)

(1) Residents shall pay for any damages caused by them or their visitors or overnight guests.

(2) If the damage is caused by a person unknown to residents, that person (hereinafter the person who caused the damage) shall be liable for the compensation. If the person who caused the damage fails to pay for the damage, the costs of repairing the damage shall be divided equally among all residents of that hall.

(3) If damage is caused by several persons, each of them shall be liable for the part of the damage they caused. If the extent of each person's contribution cannot be determined, they shall be deemed to be equally responsible and shall compensate for the damage in proportionate equal shares.

(4) Any person who violates the provisions of the Fire Safety Regulations shall bear full liability for damages caused, including the payment of any fines imposed on the Institute by the inspector as a result of such violation.

(5) Any person who damages firefighting equipment or firefighting devices in the building through reckless behaviour shall assume responsibility and all costs

associated with such conduct, as interference with the operation of firefighting equipment endangers lives and the fire safety of the entire building.

(6) If the person responsible for the damage cannot be identified, the costs of repairing the damage shall be divided equally among all residents of that hall.

(7) Notwithstanding the second and sixth paragraphs of this Article, the costs of repairing the damage caused in a room shall be divided equally among all residents of that room.

(8) Notwithstanding the second and third paragraphs of this Article, the costs of repairing the damage caused in a flat shall be divided equally among all residents of that flat.

(9) Residents shall pay for the damage or the costs of repairing the damage at the same time as they pay their rent.

(10) The hall caretaker and the hall representative or their deputy shall determine the damage, or the costs of its repair, in a damage report, which residents shall receive via the *MojŠtudent* application. If the hall representative or their deputy is absent, the damage report shall be prepared without them.

(11) If damage is caused in an individual room or flat, the hall caretaker and the residents of the room or flat shall determine the damage, or the costs of its repair, in a damage report, which the residents of the room or flat shall receive via the *MojŠtudent* application. If the residents of the room or the flat are absent, the damage report shall be prepared without them.

(12) On the basis of the damage report and accounting and other available data, the management shall determine the damage or the costs of its repair. If the damage or the costs of its repair cannot be established from the available data, the value of the damaged item shall be estimated.

(13) On the basis of the damage report, the Institute shall calculate the damage and issue an invoice to the person who caused the damage or to the residents who, in accordance with the Hall Regulations, are required to pay for the damage. The hall representative or their deputy shall be informed of the calculation or specification of the damage.

(14) If residents fail to settle the damage within the prescribed time and in the prescribed manner, payment shall be requested from the guarantor. Moving out of the Institute does not affect residents' liability for damages caused.

(15) If the person who caused the damage fails to settle the damage within the prescribed time and in the prescribed manner, the Institute shall initiate enforcement proceedings.

Article 30

(Use of accommodation units and facilities)

(1) Residents shall use accommodation units, facilities, inventory, installations (water supply, electrical, heating and other installations), and appliances in accordance with their intended purpose, act with due care, handle them properly, and protect them from malfunction and damage.

(2) Residents shall maintain order and cleanliness around the hall and in outdoor areas, as well as in living and common areas. They shall clean the kitchenettes after use so that cleaning can be carried out.

(3) Residents shall clean their rooms, and in halls with flats, all residents of the flat shall also clean the kitchen with the common area, sanitary facilities, and the associated balconies.

(4) Residents shall bear in mind that living and common areas are intended for living, and no other activities are permitted in these areas except those explicitly allowed by the Hall Regulations.

(5) Residents shall keep the entrance doors to the hall closed.

(6) Residents shall comply with the Fire Safety Regulations.

Article 31

(Relationships among residents)

(1) Residents shall conduct themselves in such a manner that their behaviour, habits, and actions do not interfere with the personal freedom and rights of other residents and do not obstruct their study or rest.

(2) Residents shall mutually coordinate with other residents regarding cohabitation in the Institute.

(3) Residents are entitled to normal work and peace in their rooms and their roommates may not disturb or hinder them with visits against their will.

(4) Residents who move into a quiet hall or flat shall comply with the rules applicable to the quiet hall or the regulations for multi-dwelling buildings. Otherwise, residents may be relocated to another hall or flat or other action may be taken against them in accordance with the Hall Regulations.

(5) Residents who move into an all-gender room or flat shall recognise and respect each resident's internal and personal experience of their own gender.

Article 32

(Resident's assistant)

Residents who require a personal assistant during their stay at the Institute due to their special needs shall arrange for such an assistant themselves.

Article 33

(Public order)

(1) Any behaviour that causes noise or disturbs other residents in the halls or their surroundings is prohibited in all areas of the Institute between 10 p.m. and 6 a.m.

(2) The Institute may initiate disciplinary proceedings against residents who fail to immediately cease such disturbance upon request of the Institute, the reception or professional security service, the hall representative, or other residents.

Article 34

(Pets)

Residents of the hall are not allowed to keep pets in the hall. An exception is made for persons with special needs, who may keep a service dog.

Article 35
(Safety and health)

(1) Residents' conduct regarding fire prevention and actions in the event of a fire is governed by the Fire Safety Regulations and other fire safety documentation, published on the Institute's website.

(2) Prohibition, warning, and alarm signs are displayed in visible locations in the halls.

(3) Only undamaged and fully functional electrical, heating, and cooking appliances may be used in the common areas of the halls (e.g. in kitchens: microwaves, toasters, electric kettles). Instructions for the safe use of small electrical appliances in the kitchen are published on the Institute's website.

(4) Heating and other combustion installations that are considered high-consumption devices and increase fire risk may not be connected to the electrical network. Residents shall cover costs of malfunctions and emergency repairs caused by arbitrary, unauthorised connection of electrical appliances. The Institute may inspect electrical appliances and remove them if necessary for fire safety.

(5) Residents shall lock their rooms and entrance doors to their flats, and thereby protect their property. Residents shall be personally responsible for their property in the accommodation unit, and in the event of theft or damage, they are not entitled to compensation from the Institute.

(6) Residents shall ensure safety during absences of more than one day, including switching off electrical appliances, closing windows and water taps, removing perishable food and waste, and locking the room.

Article 36
(Cleanliness and maintenance)

(1) Residents shall keep the facilities appropriately clean and maintained, in accordance with the prescribed standards of cleanliness.

(2) The cleanliness and maintenance of the facilities that residents are required to clean shall be monitored by the hall caretaker and an authorised representative of the Institute.

(3) Residents shall change their bed linen every two weeks in accordance with the schedule published by the hall caretaker. If they are absent, residents shall ensure that their roommates change their bed linen for them.

(4) Notwithstanding the first and second paragraphs of this Article, DPL facilities shall be cleaned by authorised persons of the Institute.

Article 37
(Communicable diseases)

(1) Residents shall cooperate in preventing the spread of diseases and shall follow doctor's instructions. If required by a doctor, residents shall undergo a medical examination.

- (2) (2) Upon suspicion or confirmation of a communicable disease, residents shall immediately notify the hall caretaker or the Reception Office.
- (3) The Institute shall act in accordance with established protocols and the current recommendations of the competent health authorities.

Article 38
(Drinking water)

During summer holidays and other extended absences of residents, the consumption of cold and hot water in the halls is reduced. Upon their return to the accommodation unit, residents shall follow the instructions and notices issued by the Institute for the safe use of water and shall let the water run for several minutes at a steady medium flow before use. This procedure reduces the potential risk of legionella.

Article 39
(Other obligations of the residents)

- (1) In addition to the Hall Regulations, residents shall comply with instructions published by the Institute on its website.
- (2) Residents shall use water, electricity, and heating economically, separate their waste, and dispose of it in the designated waste separation containers and bins in front of the hall in accordance with the instructions provided by the public utility company. Residents shall collect small hazardous waste (e.g. batteries) separately and deposit it in collection boxes located within the halls; the Institute shall be responsible for emptying these collection boxes.

Article 40
(Explicit prohibitions)

- (1) Residents are explicitly prohibited from:
- putting up posters, pictures, or stickers to the Institute's inventory, equipment, floors, and glass surfaces, except on walls, which may not be damaged in the process;
 - moving the Institute's inventory or equipment, or furnishing the premises with their own furniture without the Institute' prior approval;
 - altering the intended purpose of the inventory;
 - laying additional cables or modifying existing cables;
 - covering or damaging fire detectors;
 - obstructing access to evacuation routes or firefighting equipment in accordance with the Hall Regulations. Evacuation routes, including corridors, fire escapes, and exits, shall remain unobstructed at all times, and firefighting equipment such as extinguishers and fire hydrants shall always be accessible, visible, and unobstructed;
 - connecting electrical, heating, cooking, combustion, or other devices that are considered high-consumption devices and increase fire risk;
 - storing flammable liquids or substances. Small quantities used in everyday life (e.g. nail polish, nail-polish remover, cleaning agents) are permitted, but shall be stored safely and used in accordance with the manufacturer's instructions;

- Only items intended for normal personal use may be kept in living quarters, provided that their size and quantity do not interfere with the functionality of the space, do not obstruct movement or the use of shared and personal equipment, and do not pose a safety, fire, or hygiene risk (cabinets, sofas, etc.);
- smoking in the Institute's facilities or on the children's playground;
- using combustion appliances in the Institute's facilities, or using open flames or gas cylinders on the Institute's outdoor areas;
- holding parties or social gatherings in rooms or common areas of the hall that disturb other residents;
- using roller skates, scooters, inline skates, skateboards, or similar equipment in the Institute's facilities;
- recruiting members for religious communities, political parties, or other ideological groups in the Institute's facilities or on outdoor areas;
- causing noise after 10 p.m. in the Institute's facilities that would disturb or inconvenience other hall residents or residents in the neighbourhood;
- selling alcohol or other prohibited substances in the Institute's facilities or on outdoor areas;
- engaging in binge drinking and the sale, production, distribution, or any other use of psychoactive substances in the Institute's facilities or on outdoor areas;
- selling any products or services, or engaging in door-to-door solicitation;
- gathering a larger number of people than permitted by the Fire Safety Regulations and other fire-safety documentation for individual buildings;
- organising internal hall parties in common lounges, kitchenettes, sanitary facilities, or outdoor areas in violation of the Hall Regulations;
- organising picnics on the Institute's outdoor areas in violation of the Hall Regulations;
- making private arrangements with staff or authorised persons of the Institute regarding cleaning after internal hall parties or picnics;
- entering and using rooms containing communication hubs, except for authorised persons and administrators of the student network;
- hanging flags or other items on the exterior parts of buildings, such as facades or window frames. The Student Council of Residents may, in accordance with a prior agreement with an authorised person, temporarily display coordinated flags, banners, and promotional material;
- connecting or using additional network equipment in the hall's network that forwards, redirects, or interferes with network traffic (e.g. wireless routers, switches, access points, repeaters, firewalls, or similar devices).

(2) Residents are explicitly prohibited from renting out, reselling, or enabling the use of their bed to persons who are not entitled to stay in the Institute. In such a case, the Institute shall terminate the accommodation agreement.

Article 41

(Manner of fulfilling residents' obligations)

(1) Residents shall fulfil their obligation to use the facilities with due care by reporting any defect, malfunction, damage, wear of inventory, installations or other equipment, accident, lack of maintenance or cleanliness, or any breach of the Hall Regulations

through the *MojStudent* application, which automatically forwards the report to the hall caretaker. The hall caretaker is available to residents during regular working hours.

(2) In the event of emergencies, such as lift rescues, water leaks, radiator malfunctions, large-scale electricity outages, and other complex situations, residents shall immediately report any defect, malfunction, damage, wear of inventory, installations or other equipment, accident, or any breach of the Hall Regulations directly to the hall caretaker. If the hall caretaker is absent or unreachable, residents shall report the matter to the Reception Office or the reception service at the Institute's registered office (telephone number 01 242 1000).

(3) If residents lose their key or access card, they shall contact the hall caretaker during regular working hours, or the reception service at the Institute's registered office outside working hours. Residents may receive a duplicate key or card from the hall caretaker. The Institute shall charge residents for the cost of the duplicate key or card in the following month's accommodation costs. Residents may not make a duplicate key themselves. The cost of an emergency call-out due to the loss of a key or card is charged to residents in accordance with the Institute's price list.

(4) Residents may not give their key or access card to another person for use.

Article 42 (Visitors)

(1) Residents may receive visitors in their rooms, provided that their roommate also agrees to the visit.

(2) Residents shall be financially responsible for any conduct or behaviour of their visitors that constitutes a breach of the Hall Regulations. Residents shall be liable for any damage caused by their visitor.

Article 43 (Overnight visitors)

(1) The provisions of this Article apply exclusively to visitors (overnight visitors) of residents in all halls, except in the DPL hall.

(2) If visitors who are not residents of the hall are present in the hall between midnight and 6 a.m. (an overnight visitor), the resident hosting the visitor shall register them.

(3) Residents may receive an overnight visitor, provided that their roommate agrees to the overnight stay. Residents shall be financially responsible for any conduct or behaviour of their overnight visitors that constitutes a breach of the Hall Regulations. Residents shall be liable for any damage caused by their overnight visitor.

(4) Residents may accommodate only one overnight visitor at a time. Overnight visitors may not stay overnight if the resident (host) is not present in the room. Residents may accommodate overnight visitors for up to 36 nights per calendar year in total, of which no more than three times in a single month. Three times a year, the total number of overnight stays in a single month may last up to five nights.

(5) Residents may not provide their overnight visitors with keys or access cards allowing entry to the Institute's facilities.

(6) Overnight visitors who do not hold Slovenian citizenship may stay overnight only on the basis of prior registration in the Reception Office during office hours.

(7) Overnight visitors who have a concluded accommodation agreement with the Institute do not need to be registered; however, residents shall obtain their roommate's consent.

(8) Residents shall register overnight visitors via the electronic form in the *MojŠtudent* application.

(9) If residents fail to register overnight visitors in accordance with the Hall Regulations, they shall pay the overnight stay fee in accordance with the Institute's price list.

(10) Residents shall pay the tourist and promotion tax and the overnight stay fee for the overnight visitor together with their other accommodation costs.

Article 44

(Overnight visitors in the DPL)

(1) If visitors who are not DPL residents are present in the DPL premises between midnight and 6 a.m. (an overnight visitor), the resident hosting the visitor shall register them.

(2) DPL residents shall register overnight visitors at the reception desk (a foreign national with the guest's passport) no later than by 3 a.m.

(3) DPL residents may accommodate two overnight visitors at the same time.

(4) Overnight visitors may not stay overnight if the resident (host) is not present in the room, unless the overnight visitor is recorded at the reception desk as a permanent overnight visitor.

(5) Overnight visitors may stay in the DPL on the basis of registration and payment without limitation. Upon arrival, the overnight visitor shall provide the receptionist with the name and surname of the resident they are visiting. Upon departure, they shall return the visitor/overnight visitor card they received upon arrival. No limitations on the number of overnight stays or on overnight stays by foreign nationals apply in the DPL.

(6) Residents assume full responsibility for their visitors, including payment of any fines arising from statutory obligations related to guest registration.

(7) The price of overnight stays is the market price determined in the price list. Overnight visitors further pay the prescribed tourist and promotion tax.

(8) Residents shall pay the overnight stay fee and the tourist and promotion tax for the overnight visitor together with their other accommodation costs.

IV. 4. ORGANISATION OF RESIDENTS

Article 45 (Organisation)

(1) A Student Council of Residents (hereinafter the SCR) operates within the Institute. It is composed of the SCR President and Deputy President, and the representatives and deputy representatives of the individual halls. Elections and competences are determined by the act governing the organisation of the SCR.

(2) Each hall elects its own representative and deputy representative. The SCR may appoint coordinators for individual activities.

Article 46
(Residents' own funds)

(1) In accordance with the act governing the organisation of the SCR, residents may collect own funds for the implementation of hall activities and for the extracurricular activities of the SCR.

(2) For this purpose, the hall representative or the SCR shall obtain the consent of more than 50% of the hall's residents (Slovenian citizens only) when adopting decisions that affect the residents' financial obligations.

(3) Such decisions shall include explanations specifying the intended use of the collected funds.

V. RIGHTS AND OBLIGATIONS OF EMPLOYEES AND AUTHORISED PERSONS OF THE INSTITUTE

Article 47
(Right of entry into the Institute's facilities)

Employees or authorised persons of the Institute may enter the facilities in cases of emergency maintenance work, to check the functioning of energy systems, builders' joinery, to perform maintenance work, to repair damage reported by residents (which counts as consent to enter the room), in the case referred to in the third paragraph of Article 22 of these Regulations (exercising of residents' right to clean bed linen and towels in the DPL), in situations of force majeure, and for the purpose of monitoring the use of the facilities in accordance with the accommodation agreement and the Hall Regulations.

Article 48
(Exceptions to the right of entry into the facilities)

(1) Employees or authorised persons of the Institute may enter a room during working hours between 7 a.m. and 3 p.m. to perform certain tasks, i.e.:

- during the inventory of fixed assets and small inventory, after prior notification by the Institute;
- during regular and extraordinary inspections of the maintenance and cleanliness of the facilities;
- during a commission relocation/eviction in accordance with the Hall Regulations.

(2) Employees or authorised persons of the Institute may also inspect the use of the room between midnight and 6 a.m. in order to monitor the intended use of funds or the correct use of subsidies.

Article 49

(Identification of unknown persons and verification of resident status)

(1) The Director of the Institute or a person authorised by the Director may require a person whom they reasonably suspect of not being a resident, visitor, or overnight visitor, to identify themselves and to leave the secured premises of the Institute. If the unknown person refuses to leave the secured premises, professional security service or the police shall be called.

(2) A person who violates the Hall Regulations or disturbs the peace after 10 p.m. or who is present in the Institute's facilities without authorisation, shall, at the request of an authorised person of the Institute or a security guard, be required to prove their resident status or provide identification.

Article 50

(Duties of Institute employees or authorised persons when entering an accommodation unit)

(1) Employees of the Institute or authorised persons who, for any reason in accordance with the Hall Regulations, intend to enter an accommodation unit shall:

- knock and wait for residents to open the door;
- identify themselves and, if necessary, verify the resident's status or request identification under the authorisation of the Director;
- state the purpose of their visit, the task to be performed, or the work to be carried out.

(2) If the resident does not open the door and the door cannot be opened with a spare key, it shall be deemed that the resident refuses to open the door and is thereby preventing entry into the room.

(3) While performing their duties, the employees or authorised persons of the Institute shall focus solely on the work for which they entered the room and may not linger in the room.

Article 51

(Regular inspection of the accommodation units)

(1) In order to ensure an appropriate standard of living, the Institute shall carry out regular hygiene inspections of the accommodation units and inventory checks (hereinafter the regular inspection) at least twice a year and shall draw up a report after each regular inspection.

(2) Regular inspections shall be carried out in the presence of residents and hall representatives after prior notification in accordance with the third and fourth paragraph of this Article.

(3) In the case of absence of residents, regular inspections shall be carried out in their absence and in the presence of the hall representative. If the presence of the hall representative cannot be ensured, the deputy representative shall be present. If the presence of the deputy representative cannot be ensured, another authorised person who is a resident of the Institute shall be present. The authorised person shall be appointed by the hall representative or, in their absence, by the deputy hall representative by prior agreement. If the hall representative or deputy representative

do not appoint an authorised person, the regular inspection shall be carried out in the presence of the person performing reception duties at the hall.

(4) If the presence of the persons referred to in the third paragraph of this Article cannot be ensured, the Institute shall carry out the regular inspection in their absence.

Article 52

(Extraordinary inspection of the accommodation units)

(1) In order to ensure an appropriate standard of living, the Institute shall carry out extraordinary hygiene inspections of the accommodation units and inventory checks (hereinafter the extraordinary inspection) and shall draw up a report after each inspection.

(2) Extraordinary inspections shall be carried out without prior notice, in accordance with the third, fourth, and fifth paragraph of this Article. The hall caretaker and/or an authorised employee of the Institute may, on the basis of a report received from a resident, a reasonable suspicion of violation of the Hall Regulations, or in the event of a justified concern that the Institute may incur damage, enter accommodation units and carry out an extraordinary inspection.

(3) Regardless of the presence of residents, the hall representative shall be present during an extraordinary inspection. If the presence of the hall representative cannot be ensured, the deputy representative shall be present. If the presence of the deputy representative cannot be ensured, the person performing reception duties at the hall shall be present. The person who is to be present at the inspection is invited to participate directly at their accommodation.

(4) If the presence of the persons referred to in the third paragraph of this Article cannot be ensured, the Institute shall carry out the extraordinary inspection in the presence of a random resident with the latter's consent.

(5) If the presence of the persons referred to in the third and fourth paragraphs of this Article cannot be ensured, the Institute shall carry out the extraordinary inspection in their absence.

Article 53

(Conducting regular and extraordinary inspections)

(1) During regular and extraordinary inspections, the caretaker or an authorised person of the Institute shall determine whether the accommodation units and inventory are being used in accordance with the Hall Regulation and the accommodation agreement, and whether any damage has been caused to the accommodation units and inventory.

(2) During regular and extraordinary inspections, the authorised person of the Institute shall complete the hygiene assessment sheet for accommodation units. In doing so, they shall assess the state of cleanliness and maintenance as appropriate or inappropriate, taking into account the standards of cleanliness, and inform the resident(s) thereof.

(3) During regular and extraordinary inspections, the caretaker shall enter any defects into the document system or determine the damage or costs for its repair in the damage report.

(4) If the caretaker or an authorised person of the Institute determines that the condition is inadequate, they shall instruct the residents to remedy the identified deficiencies and set a deadline for remedying these deficiencies. If the residents do not remedy the identified deficiencies, the authorised person of the Institute shall order cleaning at the expense of the residents, and the caretaker or authorised person of the Institute shall initiate disciplinary proceedings.

(5) Notwithstanding the provisions of this Article, the caretaker or authorised person of the Institute shall order residents to immediately remove unwashed dishes from the kitchenettes. If residents fail to remove the unwashed dishes or if it is not known whose unwashed dishes they are, the caretaker or authorised person of the Institute shall remove the unwashed dishes and dispose of them within three days.

(6) The Institute shall not be materially liable for the removed and disposed dishes of residents.

Article 54 (Internet)

The Director of the Institute or a person authorised by the Director shall appoint an authorised internet administrator and their assistant for each individual hall of residence. For the comprehensive operation of the Internet, the Director shall appoint an authorised person from among the employees of the Institute.

VI. RECEPTION AND PROFESSIONAL SECURITY SERVICE

Article 55 (Reception service)

(1) Daily reception service is organised in the halls, which is usually performed by hall residents (students) or other students in accordance with the schedule. It is performed in the entrance hall and in accordance with the Institute's instructions.

(2) If there is a justified concern for the safety of people and property, or a justified concern that the Institute shall suffer damage, or if a large number of violations of the Hall Regulations are detected in a particular hall, the Institute may order professional security service at the expense of the residents.

(3) Lists of reception services shall be prepared by the deputies of hall representatives in cooperation with the authorised person of the Institute by the 25th day of the month for the following month at the latest. The only exception is the month of December, when the lists shall be submitted by 20 December.

(4) The reception service shall be performed in four shifts, starting with the first shift at midnight and lasting 6 hours.

(5) The reception service provided shall be paid at the minimum gross hourly rate for temporary and occasional work.

(6) The deputy hall representative shall submit a list of reception services actually performed (or not performed) to the Institute for payment purposes by the 5th day of the month for the previous month and inform the hall residents of the contents of the list. The authorised person of the Institute shall check the list before approval.

(7) If reception duties are performed by professional security service, security shall be organised by the Institute or its authorised person.

(8) The receptionist may perform reception duties continuously for a maximum of 12 hours, with at least 12 hours between consecutive shifts.

(9) The receptionist shall be financially responsible for the inventory taken over in the entrance hall and shall be responsible for the proper and conscientious performance of reception duties.

(10) If damage is caused to the hall due to failure to perform reception duties, or due to improper or negligent performance of reception duties, the receptionist who failed to perform reception duties, or who acted improperly or negligently, shall compensate for the damage.

Article 56 (Reception duties)

(1) The receptionist shall perform their duties in accordance with the instructions for performing receptionist duties, which are posted in the reception lobby and published on the Institute's website.

(2) The receptionist shall:

- perform their work regularly and conscientiously;
- remain in the entrance lobby, except during inspection rounds;
- accept and distribute mail;
- perform daily inspection rounds of the hall and its surroundings, turn off unnecessary lights, check the common lounge, check that all taps are turned off, check that no appliances are turned on, and inspect the common areas;
- record the first and last name of visitors and check whether the resident is expecting them;
- immediately notify the reception service at the Institute's registered office of any violations of the Hall Regulations;
- act in accordance with the internal instructions for action in case of fire, which are posted in the reception lobbies and published on the Institute's website;
- be present during commission evictions at the request of the Institute;
- be present during regular and extraordinary inspections at the request of the Institute;
- ensure that the main entrance and other external doors of the hall are closed at all times;
- perform other tasks and duties as instructed by an authorised person of the Institute.

Article 57 (Replacement of reception service)

A resident who is unable to perform reception service during the time for which they are scheduled shall ensure a replacement in a timely manner and notify the deputy

hall representative and, during the summer duty periods, the authorised person of the Institute thereof.

Article 58

(Reception service on national holidays and other work-free days)

The Institute provides paid reception service also during all public holidays and other work-free days in the Republic of Slovenia: New Year (1 and 2 January), Prešeren Day (8 February), Easter Sunday and Easter Monday (variable dates), Day of Uprising Against Occupation (27 April), Labour Day (1 and 2 May), Statehood Day (25 June), Feast of the Assumption (15 August), Reformation Day (31 October), All Saints' Day (1 November), Christmas (25 December), Independence and Unity Day (26 December).

Article 59

(Reception service at the registered office of the Institute)

(1) 24-hour reception service is provided at the Institute's registered office and at the DPL.

(2) The person performing reception duties at the Institute's registered office shall monitor the situation in all of the institute's halls and shall call the competent authorities if necessary.

Article 60

(Professional security service)

The Institute professional security service at the expense of the residents.

Article 61

(Supervision)

Supervision of the work of reception service in the halls, reception service at the Institute's registered office, and the professional security service is carried out by an authorised person of the Institute.

VII. ALTERNATIVE DISPUTE RESOLUTION

Article 62

(Mediation)

(1) If the Director or a person authorised by the Director assesses that the dispute between residents can be resolved without disciplinary proceedings, the residents may also agree to resolve the dispute through mediation.

(2) If mediation is not successfully concluded within 30 days, disciplinary proceedings may be initiated.

(3) The findings of the mediation may not be used as evidence in disciplinary proceedings.

(4) Mediation shall be conducted by a qualified mediator employed by the Institute.

VIII. DISCIPLINARY LIABILITY OF RESIDENTS

Article 63

(Residents' responsibility)

(1) Residents are responsible for fulfilling their obligations and for violations of the duties, rules, and prohibitions set out in the Hall Regulations.

(2) A violation of the duties, rules, and prohibitions set out in the Hall Regulations constitutes any act or conduct, or omission of an act or conduct, that is not in accordance with the Hall Regulations, regardless of whether the act or omission is the result of intentional conduct or conduct due to negligence.

(3) A warning or disciplinary measure shall be imposed for the violation committed

Article 64 (Minor violations)

Minor violations include:

1. Failure to report changes in personal data within eight days of the change;
2. Washing dishes, cutlery, and other inappropriate items in washrooms and disposing of inappropriate items in sinks;
3. Failure to separate waste or improper disposal of waste (in the wrong containers or bins);
4. Drawing and writing on furniture and walls;
5. Putting up posters, pictures, or stickers to the Institute's inventory, equipment, floors, and glass surfaces, except on walls, which may not be damaged in the process;
6. Moving the Institute's inventory or equipment, or furnishing the premises with their own furniture without the Institute's prior approval;
7. Altering the intended purpose of the inventory;
8. Using rooms for storing large personal items (bicycle, furniture, etc.);
9. Parking motor vehicles outside designated parking areas or on access and emergency routes;
10. Storing bicycles outside designated storage areas;
11. Repeated inadequate cleanliness or failure to follow standards of cleanliness and inventory, including in common areas (kitchens, bathrooms, toilet facilities, etc.);
12. Connecting electrical, heating, cooking, cooling, audio, combustion, or other devices that are considered high-consumption devices and increase fire risk;
13. Using balconies and common areas for storing various items;
14. Causing noise after 10 p.m. in the Institute's facilities that would disturb or inconvenience other hall residents or residents in the neighbourhood;
15. Violating the rules that apply to quiet halls or the regulations for multi-dwelling units;
16. Smoking in the Institute's facilities or on the children's playground;
17. Improper use of lifts;
18. Storing flammable liquids and substances in violation of the Hall Regulations;
19. Disposing of waste and glass in toilets;
20. Uneconomical consumption of electricity and water;
21. Use of open fire and gas cylinders on the Institute's outdoor areas;
22. Using roller skates, scooters, inline skates, skateboards, or similar equipment in the Institute's facilities;
23. Making private arrangements with staff or authorised persons of the Institute regarding cleaning after internal hall parties;
24. Hanging flags or other items on the exterior parts of buildings, such as facades or window frames;

25. Connecting or using additional network equipment in the hall's network that forwards, redirects, or interferes with network traffic (e.g. wireless routers, switches, access points, repeaters, firewalls, or similar devices).

Article 65 (Serious violations)

Serious violations include:

1. Inappropriate behaviour that damages the Institute's reputation;
2. Inappropriate conduct towards other Institute residents, employees, authorised persons, and visitors;
3. Careless or improper handling of the Institute's installations, equipment, and inventory;
4. Endangering the property, lives, and health of residents and employees through negligent use of water, electrical, and other devices in the buildings or on the Institute's outdoor areas;
5. Failure to comply with instructions, notices, orders, and decisions issued by the Institute, its employees, or authorised persons;
6. Failure to comply with the measures issued by health authorities, competent services, or the Institute's authorised person in the event of suspected infectious disease;
7. Disturbing daytime peace with noise levels that are not in line with normal living conditions and negatively affect other hall residents or residents in the surrounding area;
8. Disturbing nighttime peace;
9. Intrusion of privacy or prohibited recording using information technology devices;
10. Making duplicate keys to the Institute's facilities;
11. Unauthorised replacement of locks in the Institute's facilities;
12. Intentionally enabling entry of persons through windows, balconies, or entrances designated for evacuation.
13. Using the Institute's facilities and outdoor areas for recruiting members for religious communities, political parties, or other ideological affiliations in private or public life;
14. Advertising sales;
15. Providing false or inaccurate information and misrepresentation;
16. Forging official documents and other documentation related to residing in the Institute;
17. Misuse of the Internet and failure to comply with information security rules;
18. Renting out, reselling, or enabling the use of beds to persons who are not entitled to stay in the Institute;
19. Allowing unregistered visitors to stay overnight or remain in the facilities;
20. Hiding illegal persons staying in the institute without a legal basis;
21. Unauthorised relocation or moving into the facilities;
22. Keeping animals in the Institute's facilities in violation of the Hall Regulations;
23. Any act or omission that may endanger the life or health of the Institute's residents, employees, authorised persons, and visitors;
24. Obstructing the move-in of a new resident;
25. Organising parties, picnics, or socialising in the Institute's facilities that disturb other hall residents or residents in the neighbourhood;
26. Engaging in activities for which residents are not registered (reselling, trading, hospitality services, etc.);
27. Preventing staff from entering a room by changing the lock, or failing to unlock the room upon request by the Institute's staff;

28. Violating the rules governing fire safety and fire protection, which are published on the Institute's website;
29. Covering or removing elements of active fire protection in the Institute's facilities;
30. Obstructing access to evacuation routes or firefighting equipment in accordance with the Hall Regulations;
31. Unjustified absence of a properly summoned resident (including as a witness) from a meeting with the Institute's Director or another authorised person, or providing false testimony;
32. Violating the confidentiality of letters and other mail;
33. Obstructing the normal life and study of residents by disregarding basic human rights, residents' rights, and obligations towards residents;
34. Consumption, cultivation, or sale of psychoactive substances;
35. Throwing objects (bottles, pieces of furniture, other items, water bags, pouring liquids, etc.) through windows, from terraces, balconies, or hallways;
36. Binge drinking and sale of alcohol, production, sale, or other use of intoxicating substances and similar commercial products or services, and soliciting within the Institute's buildings and outdoor areas;
37. Organising gambling for money in the Institute's facilities or participating in such activities;
38. Actions resulting in the contamination of hall premises, or damage to the Institute's inventory, floors, walls, glass surfaces, and equipment;
39. Continuing to cause noise after 10 p.m. in the Institute's facilities, despite a warning from the Institute's authorised person or security service, in a manner that disturbs or upsets other hall residents or residents in the neighbourhood;
40. Theft or other criminal offences;
41. Causing disturbances, fights, or participating in fights;
42. Improper use of the Institute's premises, inventory, buildings, or equipment;
43. Intentional damage to the Institute's property;
44. Repeated penalties for minor violations;
45. Organising unregistered parties or picnics;
46. Failure to comply with instructions on cleaning up after a party or picnic, in accordance with the Hall Regulations;
47. Causing significant damage to the Institute;
48. Hacking into the Institute's internet system;
49. Using the Institute's internet system for personal or material gain;
50. Gathering a large number of people in a manner that does not comply with Fire Safety Regulations and other fire safety documentation;
51. Organising internal hall parties or picnics in violation of the Hall Regulations;
52. Entering and using rooms containing communication hubs, except for authorised persons and administrators of the student network;

**Article 66
(Warning)**

- (1) If the violation is minor and if the Director or a person authorised by the Director assesses that a warning is sufficient considering the nature of the act, they shall issue a verbal warning to residents instead of imposing a disciplinary measure.
- (2) A violation of minor significance is considered to be a violation of the Hall Regulations committed under circumstances that make it particularly minor and in which no harmful consequences have arisen or are likely to arise, or in which such consequences are insignificant.

(3) The Director or a person authorised by the Director shall inform residents of the violation at the same time as the warning is issued.

(4) If the Director or a person authorised by the Director assesses that the conditions for a verbal warning have not been met, they shall inform residents that disciplinary proceedings shall be initiated.

(5) The Institute shall keep a record of verbal warnings issued.

Article 67 (Disciplinary measures)

(1) The following disciplinary measures may be imposed for violations of the Hall Regulations:

1. Warning, or
2. Warning with relocation, or
3. Eviction from the Institute.

(2) A warning shall be issued if:

- the violation of the Hall Regulations consists of the residents' failure to fulfil their obligation or duty, or they have committed a prohibited act, or the violation has caused minor material damage, whereby the act, conduct, or omission of the act or conduct did not endanger the life and health of other residents, employees, or authorised persons of the Institute, and the resident in question fulfilled the prescribed obligation or duty or ceased the prohibited act before the decision was issued by the Director or a person authorised by the Director, or repaired or compensated for the damage caused, or
- a verbal warning for a previous violation of the Hall Regulations did not achieve its intended effect.

(3) A warning with relocation shall be issued when relocation is deemed appropriate in view of the warning.

(4) Eviction from the Institute shall be issued:

- when the conditions for issuing a warning are not met, or
- in the event of a repeat violation of the Hall Regulations, for which a warning or a warning with relocation has been issued.

(5) A warning or a warning with relocation may be issued for minor violations.

(6) Eviction from the Institute may be issued for serious violations.

Article 68 (Immediate temporary removal from the Institute)

(1) Where a resident's behaviour directly endangers the life or health of others or where it endangers material assets of significant value, the Director or a person authorised by the Director may temporarily remove the resident from the Institute until adoption of the final decision on the disciplinary measure (suspension).

(2) No appeal may be lodged against the measure of immediate temporary removal from the Institute.

Article 69

(Execution of the measure)

(1) The decision on the measure imposed shall be served on the resident to whom it relates. Where eviction from the Institute is imposed, the guarantor shall also be informed of the measure.

(2) If residents are ordered to move out of the Institute, they shall voluntarily move out of the Institute on the first working day after the decision becomes final.

(3) If residents fail to move out by the deadline in accordance with the rules on moving out of the Institute, as specified in the Hall Regulations, the rules on commission eviction shall apply.

Article 70

(Deciding on violations and residents' responsibilities)

Violations of the Hall Regulations and residents' responsibilities shall be decided upon by the Director or a person authorised by the Director.

Article 71

(Motion to initiate disciplinary proceedings)

(1) A motion to initiate disciplinary proceedings may be submitted by any resident or employee of the Institute. The motion may also be submitted anonymously.

(2) The decision on initiating disciplinary proceedings based on a submitted motion shall be made by the Director of the Institute or a person authorised by the Director.

(3) The motion shall contain:

- the name and surname of the resident against whom the motion is being submitted;
- the resident's temporary address (hall, room);
- a description of the conduct;
- facts indicating that the resident committed the alleged act, along with references to evidence (witnesses, documents) to prove these facts;
- the first and last name and temporary or permanent residence of the person submitting the motion in accordance with the Hall Regulations.

(4) The Director of the Institute or a person authorised by the Director shall decide on the motion by a decision within eight days of its receipt. No appeal may be lodged against this decision. The decision shall include:

- the name and surname of the resident against whom the disciplinary proceedings are being initiated;
- the resident's temporary address (hall, room);
- a description of the conduct and an indication of which disciplinary violation is alleged to have been committed by this conduct;
- facts indicating that the resident committed the alleged act, along with references to evidence (witnesses, documents) to prove these facts;

(5) Notwithstanding the first paragraph of this article, the Director or a person authorised by the Director may also initiate disciplinary proceedings by decision on their own initiative.

(6) When disciplinary proceedings are initiated, the hall representative or, if the hall has no representative, the president of the SCR shall be notified.

(7) If disciplinary proceedings are not initiated, the Director or authorised person may hold a verbal meeting with the resident and issue a verbal warning.

Article 72 (Serving)

(1) The resident against whom disciplinary proceedings have been initiated shall be served with the decision to initiate disciplinary proceedings and invited to the hearing via the *MojŠtudent* application at least three working days before the start of the proceedings. The decision to initiate disciplinary proceedings and the invitation to the hearing shall be deemed to have been served on the third working day after the date of transfer to the application.

(2) The resident shall respond to the invitation to the hearing.

(3) The invitation to the hearing shall inform the resident that, at their request, another resident of the Institute may also be present at the hearing and that, if they do not attend the hearing, the Director or a person authorised by the Director may, based on available evidence, impose an appropriate measure in accordance with the Hall Regulations.

(4) The invitation to the hearing shall also be sent to the employee, witnesses, and experts.

Article 73 (Disciplinary proceedings)

(1) In the disciplinary proceedings, the Director or a person authorised by the Director shall establish the facts necessary for deciding on the violation of the Hall Regulations, in particular by collecting and examining all available evidence and hearing the resident at the hearing.

(2) The hearing shall be conducted by the Director or a person authorised by the Director in the presence of any witnesses and experts. At the request of the resident, another resident of the Institute may also be present at the hearing.

Article 74 (Hearing)

(1) A resident against whom a decision to initiate disciplinary proceedings has been issued shall be heard by the Director or an authorised person of the Institute. Witnesses and experts shall respond to the invitation to the hearing and tell the truth.

(2) Notwithstanding the first paragraph of this Article, it is not necessary for the Director or a person authorised by the Director to hear the resident against whom disciplinary proceedings have been initiated if:

- the facts of the case can be established in their entirety on the basis of the facts and evidence presented or submitted by the person who initiated the disciplinary proceedings, or on the basis of generally known facts or facts known to the Institute;
- the facts of the case can be established on the basis of the information available to the Institute and the written statement of the resident against whom disciplinary proceedings have been initiated;
- urgent measures are required in the interest of the Institute or its residents, which cannot be postponed, and the facts on which the decision is based have been established or have at least been credibly demonstrated.

(3) The resident may send the written statement referred to in the second paragraph of this Article by email to the Director or authorised person of the Institute.

(4) If the Director or a person authorised by the Director determines that the resident was properly summoned and did not provide a justified reason for their absence, or that it is not necessary to hear the resident, they shall impose an appropriate disciplinary measure on the basis of the available evidence in accordance with the Hall Regulations or discontinue the disciplinary proceedings.

(5) The disciplinary proceedings shall be discontinued by a decision if the Director or an authorised person determines that:

- the resident did not commit an act that constitutes a violation of the Hall Regulations,
- in the specific case, the resident's responsibility has not been proven.

(6) Minutes shall be taken of the hearing. The minutes shall be signed by the Director or a person authorised by the Director and by the resident.

(7) The resident shall be issued the decision on the disciplinary measure imposed no later than 30 (thirty) days after the initiation of disciplinary proceedings. The decision shall contain the operative part of the disciplinary measure, a statement of reasons for the decision, and instruction on legal remedies.

Article 75

(Statute of limitations for initiating and conducting disciplinary proceedings and enforcing measures)

(1) The initiation and conduct of disciplinary proceedings shall be subject to a statute of limitations of 6 (six) months from the date of the violation.

(2) If the act constituting the violation also results in criminal liability, the initiation and conduct of the disciplinary proceedings shall become time-barred at the same time as the criminal prosecution.

(3) The enforcement of measures shall become time-barred no later than 60 (sixty) days after the date on which the decision becomes final.

Article 76
(Appeal)

(1) A resident may lodge an appeal against the decision of the Director or a person authorised by the Director within eight days of receiving the decision.

(2) The appeal against the decision of the Director or a person authorised by the Director shall be resolved by the Appeals Committee, located at Študentski dom Ljubljana, Svetčeva ulica 9, 1000 Ljubljana.

Article 77
(Appeals Committee)

(1) The Appeals Committee shall be composed of 1 (one) representative of the residents, 1 (one) representative of the employees of the Institute, and 1 (one) representative of the ministry responsible for higher education.

(2) The Appeals Committee shall decide on the appeal within 30 days of its submission.

(3) The disciplinary measure shall become final on the date of the Appeals Committee's decision.

Article 78
(Serving of decisions)

All decisions shall be served via the *MojŠtudent* application. (4) The notice shall be deemed delivered on the third working day after the day of transfer to the application.

IX. TOURISM ACTIVITY

Article 79
(Engaging in tourism activities)

(1) For reasons of economic efficiency and in accordance with the annual work programme, the Institute may allocate vacant beds for the needs of its tourism activities.

(2) Residents shall move to another room or hall for the needs of conducting tourism activities, provided that such activities are being carried out for reasons of economic efficiency. The Institute shall notify residents thereof at least 30 days before the relocation and specify the deadline by which residents shall vacate the room and hand it over to the Institute.

(3) After the circumstances referred to in the second paragraph of this Article cease to apply, residents may return to the room in which they were staying.

X. FINAL PROVISIONS

Article 80

As of the day of entry into force of these Hall Regulations, Hall Regulation No. 01415/1/5/7 of 29 October 2018, amendments and supplements Hall Regulations No.

01415/1/5/8 of 19 September 2019 and amendments and supplements Hall Regulations No. 0076-0003/2024 of 17 September 2024 shall cease to apply.

Article 81

This document shall enter into force on the date of its adoption and shall apply from the 1st of march 2026. The Rules shall be published on the Institute's website.

Number: 0076-0001/2026

Date: 23. 2. 2026