



University of Zagreb
Faculty of Veterinary Medicine

Class: 012-04/16-02/1
Reg. No: 251-61-01/139-16-1

Zagreb, 10 June 2016

Pursuant to Articles 21 and 22 of the Statute of the Faculty of Veterinary Medicine, the Faculty's Dean hereby adopts the below

HOUSE RULES OF THE FACULTY OF VETERINARY MEDICINE OF THE UNIVERSITY OF ZAGREB

I. Staying in the Faculty's buildings

1. Only the following persons may stay in the buildings of the University of Zagreb's Faculty of Veterinary Medicine (hereinafter: 'the Faculty'): students and other users of the Faculty's services, Faculty's employees, persons invited to the Faculty and parties who carry out some business connected with the Faculty's scope of activities. Other persons are permitted to stay at the Faculty only upon the approval of the authorised persons from the Faculty.
2. When entering the Faculty's buildings, persons who are not students, i.e. users of the Faculty's services or the Faculty's employees, are obliged to inform the authorised person about their identity and the reason for their visit.
3. Armed persons are prohibited from entering the Faculty's buildings. An armed civilian, i.e. armed person in uniform may stay in the Faculty's buildings only if they put their weapon away in a place designated for that purpose. When discharging their official duty, an armed police officer or another armed official may stay in the Faculty's buildings only with special approval by the Dean.
4. Scientific gatherings, panels and similar events in the Faculty's buildings, where the participation or attendance of persons who are not from the Faculty is expected, may only be held upon the Dean's approval.
5. Any type of political activity on the premises of the Faculty is prohibited. This includes holding rallies of political parties, other activities of political parties or other political activities.
6. The authorised person from the Faculty shall have the right to verify, at any time, the identity of the persons staying at the Faculty and ask them for an explanation about their stay at the Faculty.

7. The Faculty's buildings are open Monday to Friday from 7:00 to 21:00 hours. The Dean shall pass a separate decision on limiting the time of staying at the Faculty.

II. Staying on the premises of the Dean's Office and the Secretariat

1. Only the Faculty's employees, the Dean, Vice-Deans and the Faculty's Secretary may stay on the premises of the Dean's Office and the Secretariat.
2. Students and other parties may stay on the premises of the Dean's Office and the Secretariat only if they need something done which falls within the scope of activities of the Dean's Office or the Secretariat, and they may do so only during the opening hours.
3. Other persons may enter the premises of the Dean's Office and the Secretariat only upon the invitation of the Dean, Vice-Deans or the Secretary.
4. Meetings can be held on the premises of the Dean's Office and the Secretariat only upon the approval of the Dean, Vice-Deans or the Secretary.
5. Employees of the Dean's Office and the Secretariat shall use the working premises in an appropriate manner. The kitchenette may be used only during office breaks and in such a manner that the work discipline and professional relationship with any parties remain undisturbed. It is not permitted to prepare warm beverages or meals on the working premises.

III. Conduct in classrooms, lecture theatres and corridors and on other Faculty premises

1. Making noise or using noise-making devices in the Faculty's classrooms, lecture theatres and corridors or on the premises of the Dean's Office and the Secretariat is not allowed.
2. Lecture theatres and classrooms may only be used for teaching and learning. They may be used for other purposes only with the approval of the Dean or the Heads of Departments / Clinics.
3. Smoking, drinking alcohol, taking drugs, gambling and playing cards are strictly prohibited on all Faculty premises.
4. All persons staying at the Faculty are obliged to maintain cleanliness and order of the premises used.
5. In an endeavour to enhance the work quality and comply with the biosafety and safety at work measures relating to the Faculty's employees, it is prohibited to wear protective work clothing outside the working premises (i.e. operating theatres, clinics).
6. Students are prohibited from bringing pets (dogs, cats, etc.) to lectures and to all premises where there is a big number of people.

IV. Opening hours

1. Opening hours mean the hours when teaching takes place according to the timetable as determined by the Faculty as well as the schedule of exams and other teaching activities, the time needed for the scientific-research activity, the time designated for work with students and other parties, and the time when official meetings and gatherings are held or when similar activities take place with an exact time of their commencement and finish.
2. The opening hours of the administrative service are from 9:00 to 14:00 hours every workday, with an office break from 12:00 to 12:30 hours.
3. The Dean shall decide about any changes to the opening hours by a separate decision.

V. Advertising

1. Posters and other notices of the Faculty may be put on the Faculty premises only in the places designated for that purpose.
2. Posters and other notices of external parties may be put on the Faculty premises in the places designated for that purpose only with the Dean's approval.

VI. Implementation of these House Rules

1. The Dean, Vice-Deans, Secretary, Heads of Divisions and Heads of Departments / Clinics are obliged to take care of the implementation of these House Rules.
2. Disciplinary proceedings shall be instituted against such persons who do not comply with the provisions referred to in these House Rules.

VII.

1. These House Rules were announced on the notice board on 10 June 2016 and they shall be implemented as of the day of their announcement.

D e a n

Prof Tomislav Dobranić, PhD