

UP FAMNIT FACILITIES USAGE RULES

Rules Applicable to All Premises

- All activities on faculty premises must be conducted in a manner that does not disturb other users.
- Consumption of food is permitted in faculty areas intended for socializing; however, each user is responsible for cleaning up after themselves and leaving the area tidy after their meal.
- Smoking and the consumption of alcohol are prohibited on the faculty premises.
- Reserving tables on the faculty premises is not permitted.
- The use of a projector and screen is possible upon prior arrangement with the ICT Service.
- All users of the faculty premises are responsible for maintaining order and cleanliness.
- Equipment located on the faculty premises (e.g., chairs, tables, bean bags) may not be removed from the area unless prior approval has been obtained from the faculty management (students should submit requests through the Reception Office).
- If users notice violations of the rules governing the use of faculty premises, they are expected to remind one another of the applicable rules.
- The faculty accepts no responsibility for forgotten or lost personal belongings. Found items are kept at the Reception Office for up to one month.

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Additional Rules for Specific Premises

Lobby in Galeb (Kettejeva ulica 1, Koper)

- The lobby is intended exclusively for quiet study and study-related activities on working days between 7:30 a.m. and 8:00 p.m.
- During the use of the lobby, students may use the restrooms located on the ground floor of the building.

Lobby at Glagoljaška ulica 8 (Koper)

- The lobby is intended for studying, socializing, and study-related activities 24/7 (24 hours a day, every day of the week).
- The lobby is also used for faculty and university events; therefore, it is not available for studying or socializing during scheduled events. Information about lobby reservations for events is published on the faculty website and posted in the lobby on the day of the event.
- When the faculty building is closed (weekends, public holidays, and weekdays from 7:00 p.m. to 7:00 a.m.), students may use the restrooms located on the ground floor of the building.
- The entrance doors from Muzejski trg must always be kept closed after entering or leaving the lobby.
- Fixed and portable whiteboards may be used in the lobby. Whiteboard markers can be obtained from the Reception Office.

Lecture room FAMNIT-MP7 (Glagoljaška ulica 8, Koper)

- The classroom is intended exclusively for quiet study and study-related activities when no lectures or practical classes are taking place, as well as during weekends and public holidays.
- Students may obtain the key to access the classroom (entrance from Muzejski trg) from the Reception Office against signature and must return it on the day following its use.

Faculty Meeting Room (Glagoljaška ulica 8 – Ground Floor, Koper)

- The meeting room is intended for meetings, sessions of faculty bodies and committees, and other faculty events.
- Use of the meeting room requires approval from the faculty management (students submit their request through the Reception Office). Students may collect the meeting room key from the Reception Office.

Contacts

Reception office

Address: Glagoljaška ulica 8, Ground Floor (office next to the lobby)

Email: sprejemna.pisarna@famnit.upr.si

Phone: +386 5 611 7581

Office Hours: 8:00 a.m. – 3:00 p.m.

(General information, questions and suggestions, reservations related to the meeting room and the lobbies (at Glagoljaška ulica 8 and Galeb), key collection and return, collection of markers for portable whiteboards)

Student Affairs Office

Address: Glagoljaška ulica 8, Ground Floor

Email: referat@famnit.upr.si

Phone: +386 5 611 7575

Office Hours: 8:00 a.m. – 3:00 p.m.

(Classroom reservations, questions and requests related to the use of classrooms for study purposes)

ICT Services

Address: Glagoljaška ulica 8, 2nd Floor (office in front of FAMNIT-VP3)

Email: podpora@famnit.upr.si

Phone: +386 5 611 7580

Office Hours: 8:00 a.m. – 3:00 p.m.

(Assistance with the use of projectors and speakers/sound systems)