

# HOUSE RULES

## § 1 General

Present house rules aim at respectful interaction, safety and order at the University of Art and Design Linz. Especially, it should allow the university to perform its legal duties. Obligations relating to studies, teaching, research, appreciation of the arts, and administration have priority over any other opportunities for use.

## § 2 Applicability

(1) Present house rules are applicable to all premises, buildings and rooms which are at the university's disposal for the fulfilment of its obligations.

(2) All users of these premises, buildings and rooms must comply with the provisions contained in present house rules.

## § 3 Allocation of Facilities

(1) The Rectorate decides over use of the premises, buildings and rooms which are at the university's disposal. It is responsible for assigning them to institutes, service facilities, university bodies, the student union, staff representatives and the working group for equal treatment and anti-discrimination.

(2) Justified applications for the assignment or the change of purposes of already assigned rooms must be submitted to the Rectorate. In case of duly justified demand, the Rectorate may change purposes after hearing the concerned university bodies/institutions. Floor space requirements and quality of rooms must be taken into consideration.

## § 4 Opening Hours

(1) The Rectorate decides on opening hours of the university buildings. Opening hours may vary depending on use of buildings and times (e.g., lecture periods, holidays).

(2) Opening hours must be published in the newsletter.

(3) Outside opening hours (as decided according to paragraph 1), only people with employment or a teaching assignment, student representatives exercising their responsibilities, and students are allowed to stay in the buildings of the University of Art and Design Linz.

## **§ 5 Office Service Hours**

(1) All bodies and heads of organisational units of the University of Art and Design Linz must decide on appropriate office hours open to the public in consultation with the Rectorate.

(2) These office hours must be published on the website, official bulletin boards or next to office entrances.

## **§ 6 Information Space and Vending Machines**

(1)

Assignment of information space is the Rectorate's responsibility. University institutes and student and staff representation must be prioritised.

(2) In exceptional cases, especially before elections (Student Union Act, UG 2002, ArbVerfG, or PVG), the Rectorate may provide additional space for information.

(3) News bulletins placed on non-designated spaces (e.g., doors, lifts, walls, pillars) are forbidden and must be removed.

(4) Depending on available space, information space may be assigned to other institutions (e.g., academic associations, cooperation partners).

(5) Assignment of information space must be revoked if the space is used inappropriately or if it has not been used at all for a longer period of time. 'Inappropriate use' applies especially to the violation of legal regulations.

(6) If university members wish to set up an information desk, they require the Rectorate's approval.

(7) Setting up a vending machine in a publicly accessible spot requires the Rectorate's approval. The Rectorate decides on the required reimbursement of expenses. The responsible Department of Central Administration will keep records.

## § 7 Access to Buildings

(1) People employed by the University of Art and Design Linz, student representatives and students of the University of Art and Design Linz are entitled to media which can be used for identification in case of access control or to receive keys allowing access to workstations for professional purposes. Lecturers require approval by the Rectorate or the head of the respective institute/department.

Access authorisation is limited in time and space depending on actual demand. For reasons of work safety, access to workshops may require presentation of a valid training certificate. Upon request, people staying in university buildings are required to inform facility management/security staff of which access media are used for identification in the access control system.

(2) The Department of Building Services and Utilities is responsible for managing and assigning access control media and keeping corresponding records. The department is entitled to revoke access without prior request if security requires it. However, the legally responsible university bodies and the people affected must be informed immediately.

(3) Receipt of a key/access medium obliges the recipient:

a) not to hand over the key/access medium to any other people (no exceptions);

b) not to have any copies made of the key/access medium (no exceptions);

c) to report potential loss to the Department of Building Services and Utilities immediately.

d) to return the key immediately with the end of employment/activities or completion of studies.

(4) In the event of loss of a key, a notice of loss must be filed with the police. Loss of an access medium must be reported to the Department of Building Services and Utilities immediately so it can be deactivated. The amount of costs to be reimbursed (for loss and reissue) is decided by the rectorate. The amount depends on actual expenses.

## § 8 Telephone, Fax, Photocopiers and IT Workstations

(1) Telephones, photocopiers and fax machines installed in university rooms are designated for professional use only. In urgent cases, private use is possible against reimbursement.

(2) Regarding IT workstations, the IT regulations of Central Administration (Zentraler Informatikdienst - ZID) apply.

## § 9 General Instructions for Use

(1) All buildings and premises of the University of Art and Design Linz must be used conserving buildings, furniture and other equipment as well as possible – with particular regard to the economic use of energy (power, heating, materials). All university members are obliged to act accordingly. Defects or damage regarding buildings, wiring, equipment, appliances etc. must be reported to Central Administration (Department of Building Services and Utilities) immediately.

(2) Found items should be taken to the central info point on the ground floor (Hauptplatz 6). They will be kept there for one month and subsequently taken to the lost-property office of the city of Linz. The university will assume no liability for found objects.

(3) Compliance with all other university regulations such as fire safety regulations, IT regulations (ZID), regulations for the use of the library, studios and workshops, or event regulations is mandatory as well.

(4) In the event of accidents on university premises resulting in injury, initiate first aid measures immediately.

(5) The following is forbidden:

1. Any party-political activities (in speech or writing), with the exception of the rights stipulated in the following legislation:  
HochschülerInnenschaftsgesetz; ArbVerfGM;  
Bundespersönalvertretungsgesetz
2. Any form of sales or commercial distribution, except in designated rooms or if the Rectorate approves (with regard to room/facility usage regulations of the University of Art and Design Linz).
3. Collections of any kind, unless approved by the Rectorate (e.g., charity collections).
4. Distribution of leaflets or affixing of posters contrary to the regulations of § 6 of the house rules.

5. If you use private network-dependent electronic appliances, make sure that they comply with safety norms and standards CE and GS and that they are functional and undamaged. The department heads have a right of objection.
6. Smoking in any university rooms.
7. Bringing a pet to a university building.
8. Bringing and parking bicycles or any other vehicles in university rooms.
9. Any unauthorised change of university facilities/equipment by university members or others.
10. Removal, damaging or concealing of posters/placards relating to safety and order (safety devices, exit routes etc.).

(6) University members must take all measures in their power necessary for guaranteeing problem-free operations regarding teaching, research, appreciation of the arts and administration.

Especially the Rectorate must be informed via Central Administration in the following events:

1. Unusual events;
2. Breaches of house rules or fire safety regulations if safety measures are necessary in order to prevent damage or if there is a risk of criminal offence.
3. In the event of a student being involved in an accident, the head of the organisational unit reports the incident (if the accident relates to the organisational unit). In other cases, the course lecturer will report the accident to the Rectorate.

(7) All university members are obliged to contribute to the clarification of facts in case of a breach of house rules.

(8) Official regulations and permissions for use of the buildings must be taken into consideration.

(9) The bodies and the heads of organisational units are responsible for keeping escape routes and exits clear (within their areas of competence).

(10) The bodies, the heads of organisational units and the responsible employees of Central Administration must monitor correct use of the university's facilities, keep corresponding records of the organisational units and designate employees responsible for inventory.

(11) In the execution of house rules, decisions by the responsible monitoring bodies must be followed immediately. If monitoring bodies find users of university facilities apparently breaching house rules, users must present identification upon request. Monitoring bodies are also required to provide identification upon request. The Rectorate must be informed of the situation in writing.

(12) Before leaving the rooms, windows must be shut and the lights and power-consuming appliances must be turned off.

(13) All university members and other users of university resources are liable for damages to university facilities/equipment caused by themselves in compliance with civil law. For employees, regulations of the Public Officers Liability Act and the Employee Liability Act apply. For students, the Employee Liability Act applies correspondingly.

## **§ 10 Guarantee of Security and Order**

Any behaviour which might disturb peace, order or safety on university premises is forbidden.

## **§ 11 Violations of Security and Order**

In case of violations of security and order or endangerment of university members or safe university operations, the Rectorate may decide on immediate restrictions of use concerning people as well as institutions/facilities (in compliance with the principle of proportionality).

## § 12 Sanctions in Case of Violation of Other House Rules

(1) Violation of house rules requires the following procedure in compliance with the principle of proportionality:

1. Minor violations:

Warning by the head of the organisational unit, course lecturer, or student representation bodies (depending on the area of responsibility).  
Subsidiary: Rectorate.

2. In case of repeated or grave violations:

Non-members of the University of Art and Design Linz must be temporarily excluded from using university facilities by the responsible head of an organisational unit (subsidiary: Rectorate). Indefinite exclusion is acceptable if there is danger of repetition and serious disruption of university operations (teaching, research, appreciation of the arts, administration) must be expected with regard to the gravity of the violation of university regulations. If university members have committed the violation, supervisors and the Rectorate must be informed so that disciplinary/legal measures can be taken.

(2) In case of imminent danger regarding offences (e.g., assault, dangerous threat, assault and battery, sexist or racist abuse/harassment, criminal damage etc.) requiring immediate preventative action, police authorities must be contacted for support. The Rectorate must be informed of such measures immediately. If appropriate, the Rectorate should be contacted with a request for police protection. The Rectorate will contact the police if necessary.

(3) Any illegal and culpable actions raising suspicion of criminal offence must be reported to the Rectorate, which will in turn file a report with the department of public prosecution. The report should include a statement of facts.

(4) In order to prevent any further intrusion, the Rector may prohibit affected non-members of the university from entering university premises (including premises rented by the university).

## § 13 Execution

The responsibility for execution of present house rules, especially maintenance of safety and order, resides with the Rectorate.