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# House rules



This is only a translation and not a legally binding document. Legally binding are only the versions issued in the University Gazette.

## Content and scope

### **§ 1. (1) The house rules define provisions**

1. on the use of real properties, buildings and rooms that are rented by the University for fulfilling its duties or that are the property of the University of Vienna and
2. on the operation and use of equipment and tangible resources that are the property of the University or that are provided to the University by its members and by external people (see section 1, para. 3, sub-para. 2). Concerning the University's employees, the works agreements concluded between the University and the members of the works councils have to be observed.

**(2) All people using these real properties, buildings and rooms have to abide by the rules specified in the house rules.**

**(3) In accordance with the applicable rules, the following people are entitled for use:**

1. The bodies and members of the University
2. External people if they have a legitimate interest considering university operations as well as according to special provisions and according to location-specific reasons.

## Opening hours

**§ 2. (1) The Rectorate defines the general opening hours of the buildings and rooms used for university purposes (hereinafter both referred to as 'buildings'). For individual buildings of the University of Vienna or specific entrance and exit areas, deviating open hours can be defined in agreement with the Rectorate. When defining deviating opening hours, it must be ensured that the University can fulfil its tasks and that persons, property and assets are safe and secure at all times.**

**(2) Organisational units must provide for sufficient opening hours within their areas within the framework of the general opening hours. Detailed provisions, in particular also concerning the opening hours during the period when there are no classes, are agreed between the Rectorate and the head of the organisational unit.**

**(3) The general provisions concerning opening hours are published both in the University Gazette and in electronic format. The provisions are electronically published on the relevant websites of the University of Vienna or of its organisational units. Any opening hours specific to a location or area deviating from the general opening hours are announced electronically and/or on site.**

**(4) If it is exceptionally necessary to keep the buildings open at other times than the times determined for the purpose of courses, examinations, academic events, academic ceremonies and events organised by the Union of Students within their statutory scope of action, the responsible organiser has to submit a written application to the Rectorate for approval in due time. Any costs arising from the extraordinary or extended opening hours beyond the courses offered by the degree programmes have to be paid by the persons causing them.**

## Locked buildings; Allocation of keys (including electronic keys)

**§ 3.** (1) As a general rule, all buildings have to be locked outside the opening hours.

(2) In addition, the following areas have to be locked in all buildings outside the utilisation hours:

1. Entrance doors to organisational units, joined rooms and individual rooms
2. Lecture halls and seminar rooms
3. All rooms holding movable and immovable objects of some value (e.g. technical equipment, laboratory equipment, curtains, lighting fixtures, etc.)
4. All rooms or fixtures to which special legal regulations or official directives apply (e.g. radiation areas, areas holding infectious material) or for which it is necessary due to their primary purpose (e.g. clean rooms)

(3) Keys (including electronic keys) are generally issued to employees of the University of Vienna only or to persons who have permission from the head of the relevant facility. It is generally not permissible to pass on personal keys to third persons. The keys issued must be documented and the authorised person collecting the key must confirm the receipt through their handwritten signature. Every person holding a key is obliged to lock the entrance doors of university buildings when entering and leaving the buildings outside the regular opening hours.

(4) If the key is lost, the responsible person of the relevant unit has to be notified immediately who will take the necessary steps to ensure that the safety provisions are observed (esp. exchanging the lock or revoking an access authorisation regarding electronic keys in case of imminent danger to the property). Evidence must be provided for the loss of the key by means of a police report/ loss report. The costs for a replacement key have to be carried by the key holder.

(5) The keys have to be returned to the responsible person in the relevant unit upon termination of office or when the authorisation by the head of the respective unit has expired. The return of the key must be documented in writing.

## Lost property

**§ 4.** Lost property must be handed over to the closest porter. Subsequently, it is handed over to the lost and found service of the City of Vienna for further storage.

## Regulations on the use of buildings and rooms

**§ 5.** (1) Real property, buildings and rooms should be primarily used for the purposes of teaching, research and administration of the University of Vienna. This has to be done in accordance with the legal regulations (occupational health and safety regulations, building regulations, requirements of public authorities). Rooms may only be occupied by the number of people stated in the official regulations. If there are no official regulations for certain rooms, the Rectorate has to define the maximum number of people allowed to occupy them in accordance with the legal provisions (occupational health and safety regulations, building regulations, Events Act).

(2) All buildings have to be used according to their designated purpose with the greatest concern for the building substance and other inventory. The same applies to the use of equipment.

(3) In the interest of the environment, an economical use of resources (energy, water, heating, air conditioning, consumables, etc.) should be pursued. Waste should be avoided as far as possible and should be disposed of properly (if possible, by separating waste).

## Courses and examinations

**§ 6.** (1) The running of courses and examinations is based on the provisions governing study law. The lecturers or examiners are responsible for ensuring that the provisions specified in the present house rules are complied with. The number of students admitted to examinations must be limited to a number that is appropriate to the spatial conditions.

(2) Visual and sound recordings of courses at least require the approval from the lecturer. Visual and sound recordings of examinations are only permitted if both the examiner and the examination candidates have given their consent.

## Academic ceremonies

**§ 7.** (1) Academic ceremonies may only be held by order of the Rectorate or with the Rectorate's approval.

(2) Academic ceremonies are open to the public. If there is danger that the room provided for the academic ceremony is overcrowded, the number of people allowed to attend has to be limited if necessary.

(3) Private visual and sound recordings during the ceremony are permitted as long as they do not disturb the ceremony.

(4) The participants must comply with the instructions given by the university employees or a security service in charge.

## Regulations on the special use of rooms by members of the University

**§ 8.** (1) Members of the University and the groups running for elections for their representative bodies are entitled to hold events, subject to the availability of rooms and a subject relation to the University of Vienna. An application for the organisation of such an event has to be submitted to the Rectorate in due time. The planned event must be prohibited if there are reasons to suspect that the university operations or parts thereof cannot be carried out properly or if there is not sufficient subject relation to the University of Vienna.

(2) For events by the Unions of Students and the groups running for elections for their bodies, section 13 of the union of students act (Hochschülerinnen- und Hochschülerschaftsgesetz 2014 or HSG) applies.

## Events organised by external people

**§ 9.** (1) The Rectorate can provide real property, buildings and rooms (within the realms of possibility) to persons from outside the University for the purpose of events, against payment. If this concerns the real property, buildings and rooms of only one specific faculty, a permission of the Dean or the Head of the Centre is required as well.

(2) The appropriate cost rates are determined by the Rectorate.

(3) The organiser is responsible that the event is carried out properly in compliance with all applicable legislation (esp. the Events Act, security police provisions and the house rules). For that purpose, the organiser has to name an on-site representative who will, for the duration of the event, be responsible that all procedural and security provisions are observed. The organiser is liable for all damage caused by holding the event. The permit for the event can be made conditional on the payment of a deposit fee for possible costs arising from damage repair, or on other conditions.

# Regulations on the use of equipment

## General provisions

**§ 10.** (1) All equipment and devices of an organisational unit may be used or borrowed for academic teaching, research and administrative purposes by the staff members of the organisational unit. External people may use or borrow the equipment and devices for an appropriate fee, provided that this does not interfere with the proper course of teaching, research and administrative activities. For this purpose, an application has to be submitted to the head of the relevant organisational unit. The permission may be tied to the payment of a deposit fee. A record has to be made when external people use or borrow university equipment and devices.

(2) Any equipment other than table-top appliances (e.g. ultracentrifuges, chest freezers, lockers for gas bottles) may only be set up or connected (e.g. electricity, water, wastewater, exhaust air) following prior permission of the Rectorate. The permission (or prohibition) is based on constructional, technical and budgetary requirements as well as on the occupational health and safety regulations, environmental regulations and building regulations.

## Project-funded equipment

**§ 11.** Project-funded equipment may only be used outside the project upon permission of the project leader. This restriction does not apply after the project has ended.

## Persons responsible for equipment

**§ 12.** At each organisational unit or subunit, the head of the unit or subunit must appoint a person or several persons responsible for the equipment as well as a person responsible for the inventory. The persons responsible for the equipment are in charge of the equipment and are responsible for documentation when equipment is borrowed, specifying borrowing and return date. In particular, they have to ensure that the equipment is ready to operate correctly. This includes regular maintenance of the equipment in consultation with the head of the unit or the project leader. In this respect, the Inventory Policy and the Laboratory and Workshop Regulations as amended must be considered.

## Persons responsible for hazardous working materials and hazardous operations

**§ 13.** Every organisational unit working with hazardous working materials or carrying out hazardous operations has to appoint a person responsible for this area. This has to happen before operations are due to start and in accordance with the relevant provisions. It must be ensured that these persons were trained accordingly or are trained accordingly before commencing their activities. These persons have to ensure that the legal provisions are complied with. They are responsible to the head of the organisational unit and also – if stated by the legal provisions – to the competent authority. The Rectorate has to be informed about these responsible persons, specifying their area of responsibility.

## General regulations for use

**§ 14.** (1) All users of university facilities are obliged to use them properly to prevent any damage.

(2) All real properties, buildings and rooms have to be used with the greatest concern for the building, facilities and other inventory and with the most economical use of energy. All users should take the necessary steps to accomplish this mission. Every university member must report obvious deficiencies and damage of buildings, lines, facilities, devices, etc. (e.g. to the porters or via a relevant ticketing system). In case of wanton damage or theft, the head of the relevant organisational unit has to notify the security authorities.

(3) The following acts are prohibited in particular:

1. Any contamination or littering of the premises and rooms of the University;
2. Smoking in the rooms of the University of Vienna;
3. Self-endangerment and endangerment of others due to alcohol, drug or substance abuse;
4. Removing, disabling, arbitrarily changing or rearranging safety devices unless temporarily necessary due to practical reasons, in particular for the purpose of carrying out tuning, repair or maintenance work;
5. Any unauthorised changes to building structures and technical equipment;
6. Removing, damaging or effacing notices related to security and order (signs indicating safety installations, escape routes, etc.);
7. Bringing along animals of any species, with the exception of guide and assistance dogs;
8. Organising any kind of collections except collections for charitable causes that have been approved by the Rectorate;
9. Making film and sound recordings for commercial purposes without prior permission of the Rectorate, with the exception of interviews with university members;
10. Any behaviour that might disrupt peace, order and security or teaching and research operations or harm the reputation of the University;
11. Carrying weapons, with the exception of public security bodies and persons authorised by the Rectorate;
12. The use of sports equipment (e.g. inline skates, bicycles, skateboards, roller skates, micro scooters) on the premises of the University with the exception of designated areas of the University Sport Institute and parking this equipment in the general areas of the University;
13. Sales transactions, distribution of advertisement materials (e.g. flyers) or other distribution activities for commercial purposes without the permission of the Rectorate;
14. Any (party) political activities, with the exception of the rights conferred by the union of students act 2014 (Hochschülerinnen- und Hochschülerschaftsgesetz), the employee representation act (Bundespersonalvertretungsgesetz) and the labour relations act (Arbeitsverfassungsgesetz).

(4) All persons using the real property, buildings and rooms of the University of Vienna are liable under the rules of civil law for any damage caused culpably to University facilities. To university personnel the public officers liability act (Organhaftpflichtgesetz), Federal Law Gazette no. 181/1967 as amended and the employees' liability act (Dienstnehmerhaftpflichtgesetz), Federal Law Gazette, no. 80/1965 as amended apply in particular.

(5) In case of violations of the house rules or a ban from the university premises, the University of Vienna exercises its property rights. Persons infringing these provisions are requested to refrain from violating the house rules, to identify themselves if required or to leave the building.

## Notices and postings

**§ 15.** (1) Notices and postings at the University require the permission of the Rectorate. They have to carry an imprint and may only be displayed on designated locations. Their content must not promote illegal or criminal behaviour and must not corrupt public morals. Notices and postings that were not permitted by the Rectorate or that were put up at locations other than the designated ones will be removed at the expense of the issuer. Any damage is subject to liability according to the regulations stipulated in the General Code of Civil Law (ABGB). Notices by university facilities and their members with a subject relation to university operations at exactly specified places, especially in designated showcases subject to the statutory fire safety provisions, are permissible.

(2) To notices and bill posting by the Unions of Students and the groups running for elections for their bodies as well as the admitted candidates for the students' representatives, section 13, para. 3 of the union of students act 2014 (Hochschülerinnen- und Hochschülerschaftsgesetz) applies.

## Consequences in case of violation of the house rules

**§ 16.** (1) Violations of the house rules should be addressed in accordance with the principle of proportionality:

1. In case of minor violations: Warning issued by the head of the organisational unit, the lecturer, the bodies of the Union of Students in their respective areas of activity, and subsidiarily by the Rectorate.
2. In case of repeated or serious violations, external people and students may be temporarily denied any further use of the teaching, research and administrative facilities of the University by the respective head of the organisational unit for their area of responsibility, and subsidiarily by the Rectorate.

(2) If there is a risk of criminal offences being committed, the Rectorate has to notify the police authorities. In case of imminent danger, every member of the University is entitled to do so.

(3) Any special provisions of organisational units (e.g. University Library) have to be applied.

## Implementation

**§ 17.** The Rectorate is responsible for the implementation of the house rules, in particular by ensuring security and order. In the case of imminent danger, every user of the University of Vienna is entitled and obliged to implement all measures necessary to prevent any danger and damage to the University. Instructions from the security personnel for the prevention of danger must be obeyed.

## Entry into force

**§ 18.** (1) These house rules enter into force on the day following their announcement.

(2) Therewith, the house rules of the University of Vienna, published in the University Gazette on 23 December 2003, no. 17 and the amendment to the “House rules” part of the Statutes, issued on 27 June 2018, no. 193 cease to be effective.