



House-rules Amsterdam University of applied sciences

Owner:
Staff department Legal Affairs

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Introduction

The Hogeschool van Amsterdam/Amsterdam University of Applied Sciences' (AUAS/HvA) locations are places where people work and study. In addition to students and staff, these locations are also visited and used by others. To enable all of these activities to proceed smoothly, the AUAS/HvA has drawn up House Rules that are to be observed by all 'users'.

The House Rules for external candidates and course participants are derived from Chapter 7 of the Student Charter; for all visitors to and users of the locations, the House Rules are prescribed by the Executive Board and are also based partly on government health and safety regulations.

These House Rules replace the House Rules adopted previously by the Executive Board on 3 September 2012.

Section 1: Definitions

For the purpose of these regulations, the terms below are defined as follows:

- location: a building or cluster of buildings owned by the AUAS/HvA and the appurtenant grounds (if applicable);
- student: anyone who pursues education at the AUAS/HvA and, in this capacity, uses the available facilities in or near the locations;
- employee: anyone who performs work for the AUAS/HvA, under an employment contract or otherwise;
- visitor: anyone at a location who is not a student or an employee;
- user: anyone present inside a building;
- space: a room, office or section of a building.

Section 2: Applicability of the House Rules

These House Rules apply to all users at all locations.

Section 3: Access and identification

1. The locations are accessible to students and employees. Visitors must report to Reception and sign in if requested. Users must enter AUAS/HvA buildings via the entry system of access gates (if present).
2. All users must present a valid proof of identity when asked by an employee. This may take the form of a valid identity card or a student card. Whoever does not comply with this request may be denied access to the building.
3. All employees are authorised to make a request as described in paragraph 2 above. If asked, the person requesting identification must state his/her name and position.
4. The Facility Services Director may institute a separate procedure for exercising the authority to ask for identification and refusing access as described in paragraph 2. Any such procedure requires the approval of the Executive Board.

Article 4: Using a location

1. Anybody who enters a university location must behave as a proper and responsible user. This means that users are expected to treat buildings, their contents and facilities in a careful and responsible fashion. Visitors are also expected to take other users into consideration.
2. The use of drugs is prohibited at all locations. Consumption of alcohol is only permitted during events that are organised by (or with the approval of) the AUAS/HvA.
3. Locations must be kept clean. Waste is to be deposited in the rubbish bins, paper in the paper collection bins (if available) and cigarette butts in the ashtrays.
4. The use of scheduled spaces without permission is not allowed.
5. Users must leave classrooms in an orderly condition after use: tables and chairs must be straightened, whiteboards cleaned and any other mess cleaned up. Classrooms must be locked by lecturers after use.
6. Smoking is not permitted at any location, except in areas specially designated by the director of the Facility Services department.
7. Bringing and using personal electronic equipment (other than for purposes directly related to teaching) is not permitted. The use of portable audio equipment, or other devices that cause disturbance to other users, is not permitted.
8. The use of emergency exits, fire alarms, extinguishers, telephones in lifts, etc. is only permitted in emergency situations. Corridors and escape routes must be kept free of obstacles.
9. Vehicles admitted to a building's car park must be parked within the marked parking spaces.
10. It is not permitted to bring pets inside. Guide dogs for the visually impaired are an exception.
11. Bicycles and mopeds must be placed in either the bicycle shed or in the bike racks.

Article 6: Use of location facilities

1. Users of a location's restaurant or canteen must clear up and place used crockery, trays, waste etc. on the specified clearing racks or in the bins provided.
2. Food and drink may only be consumed in the restaurants and coffee corners, or in the Kohnstammhuis learning centre. Employees may also eat food and drink beverages in their own offices, provided they dispose of waste and do not leave crockery/cutlery dirty and unattended.
3. Users must limit the use of AUAS/HvA computer and network facilities to work, study or education-related activities. They must also adhere to any additional regulations that may be imposed by the Director of the Facility Services department.
4. Users may also make use of the media library facilities for their study/education-related activities. In doing so, they must adhere to any additional regulations that may be imposed by the Director of the AUAS/HvA or University Library.
5. The copying facilities in a building may not be used for copying books or readers (or parts thereof). Making such copies is permitted in the copy shop, however.
6. Employees monitor the facilities for correct usage, and may ask users to stop what they are doing. If it turns out that a user repeatedly uses facilities for non-study-related purposes, access to the facilities concerned may be denied.

Article 7: Vandalism, theft, liability and lost & found

1. Users must treat facilities and materials with care. If vandalism, abuse of facilities/materials or theft is discovered, use of the facilities and/or locations may be denied. In the event of vandalism and/or damage to facilities, compensation will always be claimed from the person(s) responsible.
2. The AUAS/HvA cannot be held liable for damage to and/or the theft of users' personal belongings.
3. Lost items will be handed in to the reception of the relevant location, and may be collected there subject to presentation of proof of identity. Should lost items not be collected by their owners within three months, the AUAS/HvA will assume that they will no longer be collected and will no longer bear any responsibility in respect of the lost items.

Article 8: Wall fixtures

1. Aside from on the noticeboards provided, nothing may be hung up in any space inside a building. Exceptions to this rule can be made by the Dean or the lessee of a space in consultation with the Customer Service department of Facility Services. However, this will only be possible if Facility Services deems that safety of users will not be jeopardised.
2. In offices, paintings etc. may only be affixed using the hooks provided, which are available from the Customer Service department of Facility Services.
3. It is not permitted to affix posters, messages, etc. to either the inside or the outside of any building.

Article 9: Sanctioning

Failure to adhere to these House Rules may result in sanctions being imposed, with due observance (as appropriate) of the AUAS/HvA Science Student Charter, and the Collective Labour Agreement (CLA) for higher professional education.

Article 10: Effective date

These House Rules take effect on 1 September 2012.