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## **HOUSE REGULATIONS FOR THE UNIVERSITY OF NATURAL RESOURCES AND LIFE SCIENCES, VIENNA**

Resolution of the Rectorate from November 18, 2014  
Following a favorable opinion of the Senate from October 15, 2014

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### **§ 1 Common Provision**

These house rules regulate the use and administration of rooms and facilities of the University of Natural Resources and Life Sciences, Vienna.

It serves as provision for safety, order and the smooth running of university life, especially with regards to the implementation of research and teaching tasks at the university that are founded on the safe operation on its facilities, devices, equipment and mechanical plants as well as the provision for the safety of members and other users.

## **§ 2 Responsibility**

- (1) The management of the house regulations, especially the oversight of safety and order, rests with the Rectorate.
- (2) The organizational unit's managers are responsible for the compliance and implementation of the house regulations as well as its supplements within their field of responsibility.
- (3) Organizational units dealing with hazardous working materials or performing operations posing a greater risk must name responsible persons before the start of the activities. These persons have to receive appropriate training for their tasks. The Rectorate has to be provided information on these persons in charge and their areas of responsibility.
- (4) Prior to starting activities that belong to the scope of the Austrian Radiation Protection Act or the Genetic Engineering Law, the departmentally appointed radiation protection commissioners or representatives for biological safety must be contacted. If these are not installed at the department, the Rectorate, as operator of the facility, needs to be informed about the intended activities.

## **§ 3 Scope of Application**

- (1) The scope of this document includes the infrastructure of all sites, buildings and rooms as well as all facilities and equipment (henceforth referred to as „university properties“) which are used by the university to fulfill its tasks.
- (2) Contracts on the leasing of property must include information that the house regulations and usage regulations apply.
- (3) The regulations of the house rules have to be observed by all persons on university properties. The following are authorized to use the university properties in the framework of the currently valid regulations:
  - a) university governing bodies,
  - b) staff members and students of this university,
  - c) persons who fulfill an assignment on behalf of the university,
  - d) outside persons in accordance with the provisions of the usage regulations  
(§ 17 of this house regulation).

## **§ 4 Opening Hours**

(1) The respective responsible members of the Rectorate set the opening hours. These are announced in the bulletin and by means of appropriate notices at the university's entrance doors.

(2) For special occasions (such as events) differing opening hours may be determined by the Facility Management (FM).

(3) Outside the opening times announced in the bulletin or determined differing opening hours due to special occasions, only the below listed persons are allowed to stay in the building. On request they have to show proof of their identity and function as one of the stated person mentioned in a) – f):

- a) university staff members in compliance with their functional duties or business,
- b) members of the university governing bodies,
- c) students, insofar as they have to carry out tasks in the framework of their university studies that are time- and place-bound,
- d) person fulfilling an assignment on behalf of the university governing bodies (such as security service, housekeepers, etc.),
- e) person with a special written permission of an organizational unit's manager,
- f) task forces in cases of emergency,
- g) persons accompanied by university members according to a) or b).

## **§ 5 Office Hours**

The heads of the institutions must determine and appropriately communicate office hours that allow for appropriate contact times.

## **§ 6 Access**

(1) On the occasion of the allocation of all university properties, it has to be determined which areas and rooms respectively are considered public or have restricted access due to their special uses or equipment.

(2) Access to the publically open areas of the university properties is allowed for everyone. Areas not publically accessibly, such as laboratories or safety zones of

institutes or service facilities, the telephone exchange, boiler house, workshops etc. have to be labelled accordingly.

(3) In order to ensure the maintenance of security and order a responsible person of the Rectorate or another authorized person may order a general or special blocking of the university properties or parts of it. In case of imminent danger this blocking may also be determined by the respective responsible organizational unit's manager. In case of blocking, access is only allowed for authorized persons.

(4) The Rectorate and its representatives (for example, organizational units' managers or course lecturers) may require persons to leave the respective university property in case of behavior that poses a threat to security and order at the university, shows repeated unacceptable behavior, or grossly and repeatedly violates the regulations of the house rules.

(4a) 1. The Rectorate may issue a written order of prohibition to return for the entire university for a duration of two weeks in case a person grossly disturbs university activities despite warnings. In case of recurrence, the Rectorate may issue prohibition to return for another four weeks.

2. If this measure is directed against a student of the University of Natural Resources and Life Sciences, Vienna prior to imposing a prohibition to return order according to Z 1., a written agreement of the Austrian Student Union has to be obtained.

(5) Access to the properties, buildings and rooms of the organizational units of the University of Natural Resources and Life Sciences, Vienna are regulated independently of the general opening hours via locking or access systems for those areas that are not publicly accessible.

(6) Outside the regular opening hours announced in the bulletin or special opening hours due to special occasions, the university properties are locked and secured against unauthorized access.

## **§ 7 General Regulations for the Use of the Premises**

(1) All university properties must be used with the greatest possible degree of care regarding the buildings, equipment and other inventory. Also the economical and efficient use of energy is to be taken into consideration. Every university member must report evident damages and deficiencies. The heads of organizational units must report any intentional damage and theft to the security authorities.

(2) In particular, the following should be avoided:

- a) causing unnecessary noise that distracts regular university activities or the night's rest of neighbors. Furthermore, every kind of behavior that may distract peace, public order, security and the reputation of the university;
- b) consuming drugs or alcohol. The consumption of alcohol is accepted upon permission by the Rectorate and according to the event regulations as well as for internal events upon permission of the supervisor;
- c) polluting rooms, hallways, stairways. Placing waste outside the places provided therefore is prohibited.
- d) improperly storing hazardous materials and substances;
- e) removing or damaging signs regarding safety and order, noticeboards (identification of safety devices, escape routes, etc.) and equipment (such as fire extinguishers, defibrillators) or withdrawing them from sight;
- f) storing or carrying weapons, storing ammunition or explosives; except for research and teaching purposes;
- g) doing party political activity in speech, writing and pictures. Exercising rights related to the Student Union Act 2014, the University Law 2002 or the Austrian Labor Constitutional Act is not affected by this.

(3) The cession of rooms or areas in order to hold events is regulated in the event regulations of the University of Natural Resources and Life Sciences, Vienna.

(4) When there are no authorized office users in an office, this room may only be entered by third persons with the knowledge and permission of the regular office users, in the case of urgent operational requirements or in emergency situations. The cession of rooms to third persons by the regular room user is not allowed.

(5) Driving and parking motor vehicles as well as two-wheeled vehicles is regulated in the parking regulations.

(6) Activities of people who do not belong to the university within the buildings and on the area of the University of Natural Resources and Life Sciences, Vienna are subject to the provisions of the general safety directions.

(7) Transporting heavy objects (bulky goods, machinery, cash registers, etc.), their installation and connection within the university properties should be performed in agreement with the Facility Management (FM).

(8) It is permitted by non-prohibition of the university management and the management of the respective organizational unit to walk dogs on the university properties. This has to be done paying particular attention to others and considering

the respective legal requirements. This especially means that dogs must wear a muzzle and be kept on a leash at all times.

(9) Dog owners are required to keep their dogs under constant supervision. They also have to avoid pollution and remove it if necessary.

(10) For public events (talks, courses and the like) dogs are not permitted. Therapy dogs as well as guide, rescue and police dogs are excluded from this ban.

(11) Bringing other animals to BOKU is not permitted with the exception of research and teaching purposes.

## **§ 8 Special Regulations for the Use of the Premises**

(1) University staff members, governing bodies of the Austrian Student Union as well as groups campaigning for the governing body are entitled to hold events in the framework of their tasks, subject to availability of premises.

(2) The respective responsible member of the Rectorate may also provide rooms and university property for events to persons from outside BOKU. The event regulations at the University of Natural Resources and Life Sciences, Vienna must be observed.

(3) Distribution of advertising and informational material is subject to the event regulations at the University of Natural Resources and Life Sciences, Vienna. The work councils, employee special-interest groups of the university and the Austrian Student Union are exempted from the permit requirement in the framework of fulfilling their lawful tasks.

(4) Operating commercial businesses and distributing goods (cafeteria, farmers market, vendor stands, etc.) are only permitted with prior written agreement by the respective member of the Rectorate.

(5) The granting of special rights of use, especially according to para. (2) – (4) may be based on reasonable financial compensation.

## **§ 9 Academic Ceremonies**

(1) Academic ceremonies are solely held upon request or with the authorization of the respective responsible member of the Rectorate or for the celebration of awarding academic titles upon request by the dean respectively. The organization, announcement and realization falls to one of the following based on the

commissioning: Rectorate's Office, Event Management, Facility Management or an academic department.

(2) Academic ceremonies are public events. If necessary, access can be restricted to only include members of the university or a specific number of participants depending on the space available.

(3) Taking pictures and filming during the ceremony is only permissible if this is done without causing disruption. In special cases, the Rector may limit or prohibit these actions.

### **§ 10 Flagging**

(1) On days of scholastic graduation ceremonies or other academic celebrations, the Austrian National Day, May 1 as well as on all days for which the flagging of official buildings is ordered by a resolution of the Austrian Federal Government and on the order of the Rectorate due to special events, flags are hoisted at the designated places.

(2) The black flag is flown by order of the Rectorate. The appropriate place (entrance doors, official panels, etc.) is indicated as required.

### **§ 11 Implementation of Teaching and Examinations**

(1) The implementation of lectures and examinations is based on the Study Act Regulations.

(2) Persons who are not considered university members may only attend lectures based on the conditions stated in § 17 (7), section III of the bylaws – Study Act Regulations (<http://www.boku.ac.at/senat.html>).

(3) The instructor is responsible for observing the rules stated in the house regulations during courses. Should any person act in breach of these house regulations, measures pursuant § 20 shall be taken. Incidents must be reported to the university management.

(4) The presence of an audience is allowed for oral examinations. These listeners must not disrupt the examination or influence the examination candidate. The number of listeners may be restricted by the examiner or the chairperson of the examination board. Such a restriction can be based on only allowing specific university members or on the spatial circumstances needed to comply with emergency route regulations.

## **§ 12 Use of University Facilities for Scientific Research and Teaching**

(1) All university members within their respective institutions have the right to use rooms, areas, equipment and other facilities of the individual organizational units as well as other university units when they are used within their official duties. Furthermore, also the university instructors, students taking their diplomas, PhD students and students in the framework of courses and under supervision of their lecturers are allowed to use these rooms, areas, equipment and other facilities according to the regulations of use and the respective resolutions by the responsible body.

(2) The provision of information on the homepage of the University of Natural Resources and Life Sciences, Vienna is only permitted for the purpose of science, research, education and culture. The content of the web pages are the exclusive responsibility of the author who created the page. Any discriminatory, party political or commercial statements and content are forbidden. In case of violation, the university management will delete the respective files, stop usage permissions and reserves the right to also take further appropriate measures.

## **§ 13 Smoking Ban**

According to § 13 para. 1 Tobacco Act smoking is prohibited within university buildings.

## **§ 14 Announcements**

(1) Notices and other generally accessible written information are only allowed on especially designated notice boards. Allocation of notice board space is accomplished according to the specifications by the respective responsible member of the Rectorate.

(2) Information by the university institutions and bodies, work councils and other employee special-interest groups of the university as well as the Austrian Student Union and its campaigning groups are prioritized when notice board spaces are assigned.

(3) According to available space, notice boards may also be assigned to alumni associations of the University of Natural Resources and Life Sciences, Vienna, academic associations or other associations connected to the university. A condition for such an assignment is that these nominated agents must take notice of the terms of use.



(4) All notices must show a disclaimer. Notices that do not originate from the institutions stated in para. 2 need the approval of the respective responsible member of the Rectorate or a service institution tasked with such issues (Facility Management). Such an approval must not be granted when there is no disclaimer or in case of improper use of notice boards.

(5) Study-relevant information and notices concerning university operations shall be initialed by the respective responsible person and placed on the respectively marked areas.

(6) Any notices, posters or other generally accessible written communication that stands in conflict with para. 2 to 5 is removed. Notices are also removed in case the time limit for publication has expired.

### **§ 15 Lost Items**

Any lost object found must be handed over to the porter. They are kept for the duration of 2 weeks and handed over to the person who can credibly demonstrate ownership of the item. After this deadline, the item is passed on to the municipal authority of Vienna (Lost Property Office) or the Town Hall in Tulln for items found at that location. There is no claim for a finder's reward.

### **§ 16 Locking System (Especially Access Cards) and Key Management**

(1) The administration and maintenance of the locking systems lies with the person authorized by the respective member of the Rectorate.

(2) Key or access cards are solely handed out at the request of the organizational unit's manager or his/her secretary. The key or access card administration is performed under the responsibility of the organizational unit's manager and must be documented.

(3) Key or access cards must be kept in a safe place. Users must immediately report possibly lost keys or access cards. The key owner is liable for lost keys and any consequent costs (lock exchanges) according to legal regulations.

(4) As soon as the reason for having a key or access card becomes obsolete it has to be returned.

## **§ 17 Safety Regulations and Guidelines**

(1) Regarding safety of persons, buildings and objects the relevant legal regulations must be observed as well as the following:

- a) fire protection code of the University of Natural Resources and Life Sciences, Vienna,
- b) parking regulations,
- c) event regulations,
- d) laboratory, work shop and garden regulations of the University of Natural Resources and Life Sciences, Vienna,
- e) library regulations, archive regulations of the University of Natural Resources and Life Sciences, Vienna,
- f) work rules and usage regulations of the Information Technology Services (ZID),
- g) ZID security policy,
- h) guidelines of the University of Natural Resources and Life Sciences, Vienna as well as
- i) individual safety regulations issued at the departmental level.

(2) The regulations stated in para. 1 must be published by the respective person in charge.

## **§ 18 Valuable Objects and Behavior in Case of Burglaries and Attempted Burglaries, Theft and Attempted Theft, Use of Lockers**

(1) To avoid theft, valuables and money must be locked. When leaving rooms – also in temporary absence – doors must always be locked.

(2) The University of Natural Resources and Life Sciences, Vienna does not take liability for lost valuables or money.

(3) Burglaries, attempted burglaries, theft and attempted theft must immediately be reported to the police and the Facility Management by the person affected.

(4) Public lockers

- a) Lockers available in public areas are used at own risk.
- b) The University of Natural Resources and Life Sciences, Vienna does not take liability for lost valuables.
- c) The maximum usage time is one working day.

- d) The University of Natural Resources and Life Sciences, Vienna and appointed persons respectively are entitled to empty the locker in case the user has not emptied it himself/herself after the maximum duration of one working day.
- e) The items taken from the locker are kept in the respective porter's lodge.
- f) € 20, -- are charged for emptying and keeping items from lockers.
- g) The further procedure follows § 15 of these house regulations (lost items).

### **§ 19 Emergency Situations, First Aid, Provisions for the Prevention of Accidents**

(1) In the case of an emergency, task forces have to be alerted. Procedures are conducted according to the safety policy.

(2) If damages or anomalies on the buildings are detected or in case of imminent danger, the facility manager of the respective location at the University of Natural Resources and Life Sciences, Vienna has to be informed immediately.

(3) Emergency exits, escape routes and devices for accident prevention are to be kept completely free from obstruction and in working order at any time. If such devices for accident prevention are missing or in case of other defects or anomalies that might lead to an accident or increase its potential must be reported at the Facility Management or the person in charge at the respective location. Operations shall be discontinued until the conditions prescribed have been fully restored. An earlier re-start of operations must be prevented.

### **§ 20 Measures in Case of Breaches of the House Regulations**

(1) Violations of the house regulations are responded regarding the principle of proportionality.

(2) For minor cases of violations of the house regulations a warning is declared by the organizational unit's manager, the course lecturer or the governing body of the Austrian Student Union depending in their respective spheres and subsidiary via the Rectorate.

(3) In case a person's behavior poses a threat to order and safety at the university or seriously or repeatedly violates the house regulations, the respective member of the Rectorate or another authorized university body may make this person leave the respective university property.

(4) In case of repeated and serious violation, persons who are not members of the university may also receive a prohibition order to enter the properties and the further

use of the teaching and research institutes of the University of Natural Resources and Life Sciences, Vienna for a temporarily limited or unlimited time by the respective responsible member of the Rectorate.

(5) In case university courses or examinations are disturbed in such a way that they seem impossible or intolerable to be held by the course lecturer, these university courses may be interrupted. If necessary, the Facility Management of the University of Natural Resources and Life Sciences, Vienna must be contacted. § 6 para. 4a remains unaffected by this.

(6) In case of imminent danger, all university staff members as well as all persons present at the university are authorized and obliged to take all reasonable measures that are suited to avert danger and harm from the university and its members or users.

(7) The party responsible for damages shall make amends according to the respective legal regulations.

(8) Measures taken in the framework of the university's house regulations or by its governing bodies fall within the private-sector administration activities of the university.

For the Rectorate

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