

# House Rules

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## **FH Vorarlberg**

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## 1. Legal Basis

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The *Allgemeines Bürgerliches Gesetzbuch* (ABGB) provides the legal basis for the following house rules of Vorarlberg University of Applied Sciences (hereafter referred to as the University).

## 2. Area of Applicability

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The house rules apply to all students, employees or visitors of the University as well as to all individuals entering the campus of the University, referred to below as “user” or “users”. The house rules are published on the webpage and the intranet of the University. Ignorance of these regulations is no excuse and does not protect a user from the consequences of their infringement.

## 3. Fundamentals

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In the interest of a harmonious co-existence, considerate behavior is the primary duty of every user in the University community. Because numerous teaching and seminar rooms, laboratories and offices are located next to one another, it is required that users follow the house rules set out by the University Management. All users are required to treat all buildings and parts thereof (gardens, parking areas, bicycle stands etc.) with the greatest possible care and respect. It should be noted that the public spaces on the campus are also part of the user area and that the users are thus also responsible for them. Through the careful treatment of campus facilities, repair, running and maintenance costs are reduced.

Smoking is ABSOLUTELY PROHIBITED in all rooms of the University. Smoking is only allowed in the designated external areas. Eating and drinking are also only allowed in the designated public areas. Eating and drinking is not allowed in any laboratories or computer pools. Dangerous objects, for example knives, weapons etc., must not be brought onto the premises of the University.

## 4. Changes to the appearance of the premises

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The University Management and/or Facility Management may forbid the erection or display of objects that disturb the overall appearance of the premises. The campus should preserve the original appearance desired and realized by the trustees of the University.

## 5. Rooms (offices, teaching and seminar rooms, laboratories etc.)

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Changes to the architectural fabric may only be carried out with the written permission of the University Management.

## 6. Liability

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Every user is required to make good any damage to communal rooms and/or equipment caused by negligent or irresponsible behavior that contravenes these house rules. Repair or cleaning costs are to be met by the user. If the damage is not repaired within a reasonable period, the University Management reserves the right to arrange for this repair at the cost of the user. Damage to plumbing or to roofs must be reported immediately to Facility Management (Tel. 2144; e-mail: [gebaeudemanagement@fhv.at](mailto:gebaeudemanagement@fhv.at)). The same applies to events affecting the general community such as fire, burglary etc. – even when these affect only a part of the campus. Liability applies in equal measure to family members, visitors, tradesmen and tradeswomen etc.

## 7. Quiet

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All unnecessary noise above and beyond that caused by normal study activities is to be avoided. If an unusually high noise level is produced or expected (including at short notice), the University Management or Facility Management or Event Management must be informed in advance.

## 8. Domiciliary Right

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Persons who disturb or affect the daily operations of Vorarlberg University of Applied Sciences or unauthorized persons can be expelled from the campus of Vorarlberg University of Applied Sciences. Under certain circumstances, such measures may also be taken as to bar specific individuals from accessing the buildings or the campus of Vorarlberg University of Applied Sciences.

## 9. Opening hours of the University

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The opening hours are Monday to Friday from 7.00 a.m. to 9.30 p.m. and Saturday from 7.00 a.m. to 5.00 p.m. The University is closed on Sundays and on public holidays. In addition, the Campus Card provides access outside the above opening hours to the main doors of the foyers (Hochschulstrasse and Achstrasse), to the Administration Block (Hochschulstrasse) and to the east entry of the Sägen Block.

### Important notice:

All interior doors will be automatically locked from Monday to Friday from 10.30 p.m. onwards, and on Saturday from 5.30 p.m. onwards. If you are authorized to enter this respective room, you are able to open the door with your Campus Card.

Internal employees receive a key and a Campus Card. Students receive a Campus Card in the library at the beginning of their studies. The Campus Card is issued only once, is to be carried at all times and is to be shown upon request.

The Campus Card is not transferable and must not be given to a third party. If the Campus Card develops a fault, the user will receive a new card free of charge from the Library of Vorarlberg University of Applied Sciences. If a Campus Card is lost, the user is required immediately to report the card as lost to the Library. For a fee of 10 Euros, payable to the Library, the user will receive a new card. Further details concerning the use and administration of the Campus Card are set out in the information sheet issued with the Campus Card.

Which lecture halls / seminar rooms / laboratories or pc pools can be operated by which group of users and in which time window can be found in the intranet of the university or can be inquired directly from the study administration.

It should be noted that at weekends and during the holidays maintenance work is carried out by Information Services. Information concerning more extensive work is provided in the Internet or via e-mail.

The automatic locking mechanism of all external doors must not be interfered with in any way.

The above opening hours are valid until further notice.

## 10. Video surveillance

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Special areas and rooms inside buildings (such as entrances, laboratories and computer pools) are under video surveillance in order to protect facilities and buildings from damage, burglary and theft and to prevent unauthorized persons from entering or leaving the facilities of the University.

## 11. Staircases and corridors

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It is forbidden to dispose of litter and to deposit or clean objects of any kind in staircases and corridors. It should be expressly noted that the staircases are not personal storage spaces, but rather a publicly accessible part of the communal premises that contributes to the overall appearance of the campus. If a staircase or corridor is soiled or damaged by a user, he/she is required to restore the area to its original condition immediately (e.g. through cleaning, repair etc.).

It is particularly important to ensure unimpeded access according to police regulations to emergency exit routes and exits. It should be especially noted that fire- and smoke-stop doors must not be fixed in an open position, so that their safety function is not impaired.

#### 12. Loading ramps and lifts

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Loading ramps are areas used either by the general community or particular organizational units. In each case, it is the general rule that in order to ensure the optimal function of the loading ramp and to preserve the appearance of the campus loading ramps may only be used for loading. This means, in addition, that loading ramps may not be used as temporary storage areas. The same applies to the lifts in the University. The instructions for use of personal lifts according to official regulations are to be followed.

#### 13. Cellars

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Only lit cellars may be entered. The storage of flammable or strong-smelling substances must be approved by both the relevant authorities and the University Management.

#### 14. Fire safety, Safety concept and instructions

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The storage or use of flammable, explosive or toxic substances requires in addition to approval from the relevant authorities the written permission of the University Management. The temporary storage of such substances must be approved by the University Management. The University's Fire Safety Regulations are to be complied with at all times. Further information to the safety concept and further instructions you will find in the intranet of the University.

#### 15. Communal areas

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The publicly accessible terraces, stairs, steps, parking places and grassed areas are communally used and must be treated in a correspondingly careful manner. Extreme cleanliness is also here to be observed, as these communal areas are central to the appearance of the campus as a whole. Every user is urged to play his/her part in this respect.

#### 16. Personal liability insurance

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Every user is recommended to take out personal liability insurance to cover any damage to the property of the University or to other users.

#### 17. Disposal of waste

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All waste is to be disposed of in the appropriate container (waste must be sorted). The disposal of waste in other places (including adjacent to the appropriate containers) is forbidden. Bulky waste must be removed by the user him/herself from the University premises. The areas around waste containers are not disposal sites for bulky waste. No solid objects (food, sanitary articles etc.) may be thrown into toilets or water pipes. The disposal of liquids that could cause blockage or contamination of water pipes is also forbidden. Cigarette butts and packaging must not be randomly disposed of in external areas, but must be placed in the appropriate waste container.

#### 18. Pets

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It is expressly prohibited to bring pets to the University or to keep pets on University premises (Exceptions are assistance dogs and guide dogs). Individual requests will be decided upon by the University Management.

#### 19. Removal of snow

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The removal of snow is organized by the University Management. All users must ensure that paths and roads are not blocked and that snow removal is not impeded.

#### 20. Facility Management

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Facility Management should be contacted for cleaning and small repairs in the publicly accessible areas of the campus. Damage, disturbances and contamination should be reported to Facility Management (Ext. 2144; e-mail: [gebaeudemanagement@fhv.at](mailto:gebaeudemanagement@fhv.at)).

#### 21. Loads

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Users are obliged to obtain the permission of the University Management for any loads over 500 kg/m<sup>2</sup>. Users are liable for the full costs of any damages arising from the failure to observe this regulation.

#### 22. Use of technical devices

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All electrical devices used in the buildings of the University must comply with the relevant regulations. The published IT security guidelines apply to IT devices.

#### 23. Cleaning

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The cleaning service department of the University is responsible for the cleaning of communally used rooms, facilities etc. All users are required to leave transportable items of equipment (e.g. overhead projectors, flipcharts, pinboards etc.) in the rooms to which they belong.

#### 24. Windows

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Building and work inspectorate legislation requires that all windows in the Achstrasse can only be tilted and not fully opened. In addition, in some rooms (cooled, air-conditioned or located on the ground floor) the latches have been removed to control temperature or access. These windows are only opened for cleaning purposes.

Open windows must be closed before occupants leave the room.

It is forbidden to throw objects of any kind from the windows.

#### 25. Parking of bicycles, mopeds and cars

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The vehicles (bicycles, mopeds and cars) should only be parked in the areas that are reserved for them.

#### 26. Publicly accessible information areas and vending machines

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The allocation of information areas is the responsibility of the University Management or Marketing Department acting on behalf of the University Management. Placards and posters are only permitted in the designated information areas.

The allocation of information areas will be revoked if the regulations governing these are repeatedly broken (e.g. if relevant legislation or safety regulations are contravened).

The placement of vending machines in publicly accessible areas requires the permission of Facility Management.

#### 27. Underground car park / parking lot

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Basically, the published garage regulations of the University apply. The usage of the underground car park is not public. The parking area (concerns both the underground car park and the regular parking spaces) is limited to the areas marked for this purpose. Special conditions should be carefully attended (e.g. management, observance of reserved parking spaces etc.). Parking spaces are allocated by the Facility Management. No liability can be accepted of the University for damage, theft etc.

#### 28. Special rules of conduct and hygiene regulations

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The University may launch special rules of conduct or hygiene regulations for students, employees, visitors and for all other individuals entering the campus, due to official orders and recommendations. These special rules of conduct or hygiene regulations must be observed. Deliberate infringements are treated as violation of the house rules of the University (see point 8.8. Domiciliary Right).

Special rules of conduct and hygiene regulations are communicated in Inside. For external person, the house rules are available at the main entrance area of the university or at the homepage.