

Statute on General Rules of Conduct

Version 05 vom 01.09.2016

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§ 1. Purpose and Scope

These general rules of conduct apply to all students, internal and external staff members, as well as all visitors to the UAS Technikum Wien and cover all the University of Applied Sciences' buildings, rooms, facilities and grounds. They apply as a supplement for leased buildings in which the UAS Technikum Wien is housed.

§ 2. Utilisation and Occupancy

- (1) The opening hours of doors to the building and other doors can be found on the CIS site (Campus Information System).
- (2) Members of staff may enter the building via the electrical locking system at any time.
- (3) The following areas are available for students outside teaching times:
 1. Study rooms on Level 5 and 6 in the A-Building.
 2. Study rooms on Level 1, 2. and 4 in the F-Building.
- (4) Students are not permitted to enter the underground car park in the A-Building.
- (5) Access to the flat roof is only permitted after consultation with the department "Infrastruktur - Haustechnik" for repair and maintenance work.
- (6) Students are only permitted to enter workshops and laboratories during the prescribed instruction times and only in the company of a supervisor responsible. For these rooms the appropriate laboratory regulations act as supplementary guidelines to the general rules of conduct.
- (7) Entering the engineering services rooms for heating, transformers, lifts/elevators, telephones and similar appliances as well as laboratories not intended for tuition purposes is prohibited.
- (8) Student or staff identification must be shown upon request from full-time staff and persons authorised by UAS Technikum Wien. Refusal to show identification may result in the person involved being requested to vacate the premises of UAS Technikum Wien.

§ 2a Bringing Children to the UAS and Disclaimer

- (1) Responsibility for supervision and liability remains solely with the parents throughout the duration of the time spent at the UAS Technikum Wien. Parents are requested to ensure that any disturbance for colleagues is kept to a minimal level. Sick children may not be brought to the UAS, as this poses a risk for colleagues.
- (2) Parents have to ensure that their children remain or move about only in stipulated areas. Parents who bring children to the UAS do so at their own risk and remain responsible for them. Parents are not allowed to take their children into laboratories and other rooms

equipped with specialist technical machinery, such as server rooms. Parents must be aware that sensitive data is protected.

- (3) The parent or legal guardian bears full civil and criminal responsibility for any damage caused or occurring. This particularly applies to personal injury, damage to property and financial loss. The parent or legal guardian hereby waives all rights to claims for damages that may arise in relation to the bringing of children to the UAS. Excluded from the above are such claims arising from injury to life and limb or health that are demonstrably based on a deliberate or grossly negligent dereliction of duty. The disclaimer applies to all claims regardless of their legal basis, particularly those for indemnity claims arising from contractual as well as outside of contractual liability and claims in tort. The parent or legal guardian declares expressly to indemnify and hold harmless the UASTW as regards any and all third party claims arising from the bringing of children to the UAS.

§ 3. Equipment, Fixtures and Fittings

- (1) All persons are obliged to use and treat all the furniture and fittings, equipment, machines, installations, windows, doors, walls, ceilings and floors in all rooms of the UAS Technikum Wien with care.
- (2) In the event of negligent or intentional damage, serious soiling, or the loss or theft of UAS Technikum Wien property, provision is made for disciplinary measures to be taken against the perpetrators or the perpetrating group as well as for compensation for cleaning, repair or replacement costs.
- (3) The study rooms 5.12-5.13a and 6.12-6.13a are equipped with tables and chairs. The tables are to be cleaned and the chairs put back in place after use.

§ 4. Use of EDP Resources

- (1) The EDP resources are intended to provide support in undertaking university studies and may only be used in this context.
- (2) Usage involving or with the intention of committing illegal acts and any attempts to obtain unauthorised access to systems, software, services or information are forbidden.
- (3) Any transmission of information infringing applicable Austrian law is prohibited.
- (4) Use of the IT infrastructure to frighten, intimidate or bother others is forbidden.
- (5) Commercial advertising and/or utilisation of systems is forbidden.
- (6) The user names and passwords issued by the infrastructure department must be kept confidential and must never be communicated to others. The account holder is liable for the misuse of his or her account if passwords are communicated to others or retrieved by third parties from unencrypted connections.

- (7) Each student must register using the allocated user name at the beginning of each session and must log off again when they finish work.
- (8) Eating and drinking are not permitted in the computer rooms and laboratories.
- (9) Each user is liable for any damage caused intentionally by them in the computer rooms and laboratories.
- (10) Private software is not permitted to be loaded onto the computers.

§ 5. Buildings

- (1) Emergency routes and exits are to be kept free in accordance with fire department regulations. No objects may be placed in the corridors and stairwells. The fire resistant doors from stairwells to the corridors must be closed at all times. Doors designed to act as fire and smoke barriers may not be wedged open. The building is to be evacuated in the direction indicated by the emergency escape signs in the event of a catastrophe.
- (2) Any misuse or unnecessary activation of lifts/elevators is forbidden. Lifts/Elevators that have stopped as a result of a power failure or other causes will be re-activated (with the aid of an emergency power unit if required).
- (3) Lockers are available to students. It is recommended that one does not store important documents and valuables in the lockers, e.g. driver's licence, bank cards, computers, watches and money. UAS Technikum Wien is not responsible for the content of lockers.
- (4) The loading areas outside the buildings of the UAS Technikum Wien as well as the access routes to the buildings must be kept free. Use of these is only permitted during the time of loading and unloading. Parking in these areas is forbidden.

§ 6. Closed Circuit Television

Special areas and rooms within the UAS Technikum Wien are fitted with CCTV. The cameras are there for the safety of the people in the buildings and protection of property.

§ 7. Smoking and Fire Regulations

- (1) Smoking is absolutely forbidden in all rooms of the UAS Technikum Wien.
- (2) Each time the fire alarms are activated improperly this interrupts the education program and can lead to people being endangered. Those responsible are liable for any damage that arises.
- (3) Detailed information on the subject of fire protection can be found in the Statute on Fire regulations.

§ 8. Accidents

- (1) Any accident must be reported immediately to the lecturer present or to an employee of UAS Technikum Wien. The following sequence of steps must be followed in a situation where a danger remains:
 1. Remove cause of accident (e.g. switch off the power)
 2. Move the victim from the endangered area
 3. Administer first aid (see posters)
 4. Notify doctor or emergency services (Tel.: 144)
 5. Notify police of the accident (Tel.: 133)

§ 9. Theft Prevention and Procedure after a Theft

- (1) To prevent theft, general care should be taken that unauthorized persons are not granted unimpeded access to work places. Work rooms should be locked even if they are only left for a brief time. Money, valuables, bank cards, bunches of keys, etc. should not be left lying around on the work desk. Laptops, PDAs, mobile phones and similar valuable equipment should be locked away during any and every absence.
- (2) In consultation with the department "Infrastructure", secure cabinets can be made available for equipment and objects in laboratories. Only equipment that has been registered in the inventory database can be identified as stolen equipment and can be returned to its owner. Every case of theft has to be reported.
- (3) The loss or theft of access cards and/or keys is to be reported to the administrative assistant of the relevant degree program or the department "Infrastructure".
- (4) Procedure after a Theft
 1. Report the crime to the police (133) immediately
 2. With equipment, precise details or a precise description must be given. These will include make and manufacturer, type designation, series and device number, year of manufacture, colour, size and weight, special features.
 3. The police theft report must be forwarded to the administrative office for a notice of loss report to be made for insurance purposes.
 4. Subsequently, the departments "Central Purchases" and "Infrastructure" must be informed.

§ 10. Orderliness and Cleanliness

- (1) Orderliness and cleanliness are to be respected in all areas.
- (2) The consumption and storage of alcoholic beverages is prohibited in all parts of the University of Applied Sciences Technikum Wien. The restaurant areas (e.g. Mensa) as well as temporary events are exempt.
- (3) Pets may not be brought into the UAS Technikum Wien. Guide dogs are exempt.
- (4) Low energy use is to be respected. This means that the lights should be switched off when there is sufficient daylight and all devices and power boards are to be switched off after use.
- (5) Lost items are held at the front desk. Any items found at UAS Technikum Wien are therefore to be taken to the front desk.
- (6) Dangerous objects (in particular weapons, dangerous materials and substances) are strictly prohibited.
- (7) Beverage dispensing machines are provided at UAS Technikum Wien. The empty containers are to be returned to the designated recycling facilities.
- (8) The following applies throughout the UAS Technikum Wien: Broken bottles, spilt drinks, and left over food and packaging must be disposed of immediately. Care must be taken to separate waste. The specific containers are to be used for this purpose. Persons responsible for a mess that requires cleaning may be liable to pay the costs involved!

§ 11. Liability

Every user is obliged to repair any damage to the buildings, facilities and equipment of the UAS Technikum Wien caused by his or her negligence, wilful conduct or by failure to observe these general rules of conduct. The costs of repairing any damage or removing dirt or stains will be charged to the user responsible for causing the damage. If the damage has not been rectified within a reasonable period of time, the operator of the UAS Technikum Wien can commission for the damage to be restored to its original condition at the expense of the person responsible. This liability similarly covers dependents, visitors, general craftsmen, etc.

§ 12. Entry into Force

- (1) The General Rules of Conduct in Version 05 of 01.09.2016 as adopted by the Rectorate in consultation with the division Infrastructure and the Provider shall enter into force on 01.09.2016.
- (2) The General Rules of Conduct in Version 04 of 16.09.2015 are therefore no longer in force.