

## **General rules of conduct**

### **§ 1 Purpose**

These general rules of conduct specify the general rules applying to human and vehicle access and utilisation, the use of infrastructure, order and cleanliness, and safety and security for the UAS Technikum Wien. These general rules of conduct are supplemented by the training agreement.

### **§ 2 Scope**

These general rules of conduct apply for the entire UAS Technikum Wien. These general rules of conduct apply as a supplement for leased buildings in which the UAS Technikum Wien is housed.

### **§ 3 Access and usage**

#### **(1) Human access and occupancy**

Student access is through the entrance at Höchstädtplatz 5.

Students are not permitted to enter the underground car park.

The opening hours of doors to the building and other doors can be found on the CIS site (Campus Information System).

The following areas are available for students during semester breaks:

- Study rooms on Level 5
- Study rooms on Level 6
- Student cafeteria (Mensa)

The ban on smoking must be observed when entering the building.

Access to the flat roof is only permitted for repair and maintenance work.

Students are only permitted to enter workshops and laboratories during the prescribed instruction times and only in the company of a responsible supervisor. The "Workshop regulations" and the "Laboratory regulations" supplement the general rules of conduct with respect to these rooms.

Students are prohibited without exception from entering the engineering services rooms for heating, transformers, lifts/elevators, telephones and similar appliances as doing so constitutes a danger. The same applies to laboratories not intended for tuition purposes.

Student 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.

## **(2) Infrastructure**

### **(2.1) Facilities**

The library is open to all students and lecturers. Borrowing times are displayed there.

Beverage dispensing machines are provided at UAS Technikum Wien. The empty containers are to be returned to the designated recycling facilities.

### **(2.2) Announcements**

The tuition timetable and office hours schedules for teaching staff can be viewed on the intranet site.

Main office, IT Services and Administration Department announcements to students can be found on the intranet site and must be heeded.

These general rules of conduct shall supplement the general rules of conduct in place for off-campus premises of UAS Technikum Wien.

### **(2.3) Lifts/Elevators**

Any misuse or unnecessary activation of lifts/elevators is forbidden. Lifts/Elevators that are jammed as a result of a power failure or other causes will be re-activated (with the aid of an emergency power unit if required). Elevator users trapped temporarily are to remain calm and wait for the temporary power to be activated.

### **(2.4) Equipment, furniture, and fittings**

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.

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.

The study rooms 5.12-5.13a and 6.12-6.13a are equipped with tables and chairs. The students are responsible for maintaining order and cleanliness in these areas. The tables are to be cleaned and the chairs put back in place before leaving the rooms.

(2.5) Use of computer resources

See "Computer resources usage guidelines"

### **(3) Safety and security**

#### **(3.1) Building**

No objects may be placed in the corridors and stairwells as these areas must remain free for reasons of safety.

The fire resistant doors from stairwells to the corridors must be closed at all times.

Running in corridors and stairwells is prohibited to prevent accidents.

It is prohibited to switch on or activate machines and devices (e.g. external blinds, hand dryers and similar) without good reason or for unintended purposes.

The external blinds are to be retracted in high winds.

The building is to be evacuated in the direction indicated by the emergency escape signs in the event of a catastrophe.

The building and the off-campus facilities of the UAS Technikum Wien are monitored by video.

#### **(3.2) Lockers**

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.

#### **(3.3) Smoking and fire safety**

The "Fire regulations" are available in the administrative offices and have been received by every student. They constitute part of the general rules of conduct.

Each time the fire alarms are activated improperly this interrupts the education program and can lead to people being endangered.

Therefore, perpetrators and/or perpetrator groups can expect to face severe disciplinary action.

A smoking ban applies to all buildings at UAS Technikum Wien (see Fire regulations).

The fire alarms are **not** connected with the Fire Brigade, so the Fire Brigade must be alerted by telephone in the event of a fire.

#### (3.4) Accidents

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 involving a risk:

- Remove cause of accident (e.g. switch off the power)
- Move the victim from the endangered area
- Administer first aid (see posters)
- Notify doctor or emergency services (Tel.: 144)
- Notify police of the accident (Tel.: 133)

#### (4) Order

Lost items are held by the laboratory assistants (Room 4.08) or at the front desk. Any items found at UAS Technikum Wien are to be taken there or to Administration.

The consumption and storage of alcoholic beverages is prohibited in all parts of the University of Applied Sciences Technikum Wien.

It is expected that students conduct themselves in a disciplined manner in the areas named under 4 above.

Student possessions are to be handled with care.

Among other things, saving energy requires that the lights be switched off when there is sufficient daylight and that the entrance doors be closed during the cold months of the year. Furthermore, all devices and power boards are to be switched off after use.

#### (5) Cleanliness

Pets are not permitted to be brought into the UAS Technikum Wien!

Cleanliness and hygiene are of utmost importance at all times. Wash basins, showers and toilets seats are to be cleaned after every use by the user.

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 dedicated containers are to be used for this purpose. Students who make a mess by throwing away packaging, cigarette butts etc. can

be forced to remove these items by teaching and housekeeping staff. Persons responsible for a mess that requires cleaning may be liable to pay the costs involved!