



House rules

Version: 03/2016

1. Scope

1. These house rules apply to all rooms and all areas of the Fachhochschule Wiener Neustadt GmbH for all regular and special students, employees, lecturers and all other visitors to the premises.
2. The house rules as amended from time to time form an integral part of the students' learning agreement.
3. These house rules are valid as of the winter semester 2016–17. In addition to these house rules, separate regulations were issued for special facilities (IT lab, electronics lab, library, study centre in the city centre). Should there be contradictions between those separate regulations and these house rules, the rules of the separate regulations shall take precedence.

2. Business hours

1. General hours: Mon–Fri 7:30 a.m. – 9 p.m.; Sat 7:30 a.m. – 5 p.m.
Hours during lecture-free period: Mon–Fri 7:30 a.m. – 6 p.m.
2. At the end of the last evening course, students and lecturers must leave the premises immediately. After 9:00 p.m., all points of entry will be locked.
3. Lecture halls, seminar rooms and labs may be entered 30 minutes before the course starts, provided that the room is not in use.
4. During lecture-free periods, lecture halls, seminar rooms and labs are only accessible with the express permission of Programme Administration and Building Services.

3. General provisions of the house rules

1. It is generally prohibited to enter any rooms that are not intended for teaching or for students.
2. The rooms of the University of Applied Sciences are public buildings within the meaning of the statutory provisions. Smoking in the building is therefore strictly prohibited. Eating and drinking is only permitted in designated areas and in the cafeteria.
3. Corridors are not considered to be common rooms and must therefore always be kept clear.
4. Objectionable, offensive or otherwise hurtful behaviour is prohibited.
5. Students must follow the instructions of the course instructors and the University of Applied Sciences staff.
6. All facilities of the University of Applied Sciences (buildings, facilities, equipment, etc.) must be used with care without getting them dirty or damaging them in any way whatsoever.
7. Commercial advertising is only permitted with the prior written consent of management.
8. So as to safeguard general personal rights, it is generally not permitted to record courses and their instructors (photography, video and audio recordings). Recording is only permitted if written consent has been given. Distributing photography, video and audio recordings is not permitted without the consent of the data subject.



9. The publisher must keep in mind that it is a matter of copyright law when recordings are distributed, which can have legal consequences for him/her in individual cases.
10. The use of modern information and communication technologies enables an extensive and fast exchange of information. This technology should only be used showing mutual respect and appreciation for fellow human beings and observing legal regulations and the material and intellectual property of others.
11. Out of respect for our colleagues, we ask that you refrain from being excessively noisy outside of seminar rooms, lecture halls, labs, etc. Conversations must be held at an appropriate volume for the room.
12. Objects which are dangerous or from which a danger can emanate may not be brought into the rooms of the University of Applied Sciences (e.g. weapons or weapon-like objects).
13. Rollerblades, skateboards etc. may not be used on the premises.
14. Animals, even if they are not dangerous and house-trained, may not be taken into the premises of the University of Applied Sciences.

4. Unusual occurrences

1. In the event of an emergency (e.g. fire), the building must be evacuated as quickly as possible via the marked escape routes, and the instructions of the fire protection officer must be followed.
2. If unusual occurrences (damage, smell of fire, broken window panes, a fight, etc.) are noticed, they are to be reported immediately to the Main Desk, Building Services or Programme Administration.

5. Liability

1. The University of Applied Sciences accepts no liability for personal injury and/or damage to property suffered by a person during his/her stay in the rooms and/or on the premises of the University of Applied Sciences for any reason whatsoever. This does not apply to personal injury caused by the University of Applied Sciences or to damage to property caused by gross negligence or intent on the part of the University of Applied Sciences.
2. You may use a locker provided by the University of Applied Sciences to store your personal belongings. The rules for use are regulated separately.

6. Penal provisions

1. In the event of a gross violation of these house rules, the student of the University of Applied Sciences is obligated to disclose his/her identity to employees of the University of Applied Sciences.
2. Anyone who violates the provisions of these house rules will receive a warning in writing from Programme Administration. In serious or repeated cases, the University of Applied Sciences may threaten to expel, immediately expel, and/or ban the student. Any decisions made in this regard lie with management or a body authorised by management.
3. In serious cases of violation, the University of Applied Sciences reserves the right to charge the incurred costs to the person responsible.



7. Car park regulations

1. Students can use the car park to the east of Nikolaus-August-Otto-Straße (opposite building III of the University of Applied Sciences) or public parking spaces surrounding the University of Applied Sciences building. The car park can only be accessed and used with a valid student ID card (gate arm) and is therefore reserved exclusively for students. Students are not entitled to a free parking space.
2. Parking spaces marked with the sign “For authorised persons only” as well as the underground car park are reserved for employees and lecturers. Guest parking spaces are reserved for guests.
3. Parking vehicles on the parking lot of the University of Applied Sciences is at your own risk. The University of Applied Sciences shall not assume any liability for loss, damage, etc.
4. Traffic rules and regulations as amended from time to time shall apply to all traffic and parking areas of the University of Applied Sciences.

8. Outdoor areas and green spaces

1. All regulations and provisions shall also apply mutatis mutandis to all outdoor areas and green spaces of the University of Applied Sciences. Students shall therefore keep off of flower beds and other green spaces. The playing field and lawns to the north of the campus are excluded.
2. Parties or similar events may not be held on the green spaces of the University of Applied Sciences.
3. Beverage cans, bottles, and packaging material of all kinds must be thrown into the containers provided for this purpose.

9. Legalities

1. These house rules are brought to the attention of all students in a suitable form at the beginning of their studies and are posted in the rooms of the University of Applied Sciences, where they are generally accessible. Through their publication, the house rules shall be legally binding and valid.
2. Should one or more provisions of these house rules not be legally effective, it shall not result in the legal invalidity of the remaining provisions. The ineffective provision shall be replaced by a legally effective one that comes as close as possible to the content of the ineffective provision.