

Please note that the present document is a translation from the original German text and has been provided for comprehension purposes only. The original German-language version will prevail in all instances.

House Rules

CAMPUS 02 University of Applied Sciences

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1 Preamble

CAMPUS 02 University of Applied Sciences offers science-based and practice-oriented Bachelor and Master degree programmes in technical and business disciplines. Key components of the university's tasks are, in addition to teaching activities, application-oriented research and the transfer of the same.

Students, teaching staff and personnel should have equal opportunities to study, teach and work undisturbed within the university establishment. Therefore, general behavioural rules are included in the present house rules for considerate and esteemed cooperation with the aim of guaranteeing the creation of a conducive teaching and learning atmosphere at university level, as well as trouble-free collaboration for all parties concerned.

All parties concerned are therefore asked to conduct themselves in such a way that is appropriate for a university establishment.

2 Scope

The housekeeping guidelines expand on the existing Austrian Occupational Health and Safety at Work Act (*ArbeiterInnenschutzgesetz* – hereafter “ASchG”) and should HELP all personnel and students on site when using rooms and installations, whilst guaranteeing the order required when coexisting within large buildings and, it follows, should ensure SAFETY too.

Provided that nothing else has been agreed, the present house rules are valid for personnel, lecturers, students and/or visitors to CAMPUS 02 and concerning the overall inventory of the buildings and rooms intended for the fulfilment of their tasks.

They cover the CAMPUS 02 building situated at Körblergasse 126 (CZ), Körblergasse 106 (CR), and the rooms rented by CAMPUS 02 in the WIFI building located at Körblergasse 111-113.

3 Non-smoker protection



Smoking is prohibited in all CAMPUS 02 buildings.

4 Entering and leaving CAMPUS 02 premises

4.1 Opening times

Opening times can be downloaded from the CAMPUS 02 website www.campus02.at via the "Opening times" link in the "About CAMPUS 02 University of Applied Sciences" section. The buildings remain open longer during teaching sessions, as appropriate. In general, the main entrance (CZ/CR) is open as follows: Monday, Tuesday and Thursday from 07:00 to 19:00, Wednesday from 07:00 to 22:00, Friday from 07:00 to 22:00, and Saturday from 07:00 to 16:30.

Opening times are shorter outside of teaching periods. They are published in their current valid form on the website and displayed in the main entrance by the CAMPUS 02 main office upon agreement with the Management Board, the degree programme departments, the library and the canteen operator. In the event that teaching sessions are held in the WIFI building (rooms in the WIFI building are indicated by the letter "C" or by no letter featuring prior to the room number), keys for those rooms are available from the WIFI Facility Management Office on the ground floor of the building. The WIFI building is open on Monday to Friday from 07:00 to 22:00 and on Saturday from 07:00 to 16:30.

4.2. Entering and leaving rooms during opening times

The buildings can be accessed via their respective main entrance. There is also a door in CZ on the first floor of the new building towards CR. Entrances are to be kept open during opening times.

4.3. Entering and leaving rooms outside of opening times

People who do not have an employment status with CAMPUS 02 are forbidden to remain in the installations outside of opening times without express prior authorisation to do so from the Head of the relevant degree programme, the Facility Management Department and/or the Management Board. CAMPUS 02 personnel are notably responsible for ensuring that doors are locked as they should be outside of opening times.

The internal guidelines regarding the activation of the alarm system are to be respected.

5 Car park regulations

The entire car park area is operated by the Styrian Chamber of Commerce's own car park management company. Since CAMPUS 02 does not rent the car park, any queries are to be submitted directly to the Car Park Division, either in writing: service@wko-parken.at or by phone: 0316/601-8921. The general terms and conditions can be viewed at <http://www.wko-parken.at/Parken/ABB>

Students, lecturers, and personnel may request a monthly, several-monthly or yearly ticket from WKO Steiermark Service GmbH (see www.wko-parken.at for more details).

The car park spaces around Villa Ferry may only be used by CAMPUS 02 personnel. Students, part-time lecturers and guests of CAMPUS 02 are asked to use the *Wirtschaftsbund* (Economic Association) car park and/or the *Ost* (eastern) car park.

Lecturers and personnel are kindly requested to use the Chamber of Commerce staff car park located to the south of the complex.

Emergency exit routes and fire brigade access routes are to be kept free at all times!

6 Order and cleanliness

All members of CAMPUS 02 personnel, lecturers and students are jointly responsible for cleanliness and tidiness in offices, meeting rooms, lecture theatre and laboratories.

When vacating any room, they are requested to make sure that the windows are closed, that all electrical appliances and lights are switched off, and that the doors are locked. Furthermore, waste is to be disposed of in the rubbish containers made available for that purpose (see point 6.1 below); any crockery brought into the room is to be removed; necessary teaching tools (pin board, etc.) are to be left as they were found. Used flipchart sheets and prompt cards are to be removed.

6.1 Disposal of waste

As a rule, waste is to be separated into paper, plastic and other rubbish. The bins in the lecture theatres, offices and stairwells are clearly and appropriately labelled to that end. Batteries (no car batteries) are collected separately in the CAMPUS 02 main office.

Electronic equipment (e.g. PCs, etc.) is disposed of by the CAMPUS 02 IT Department: iti@campus02.at

6.2 Cleaning

Offices and rooms are cleaned from Monday to Saturday before 8:00.

During the course of the day, a cleaning team passes through the building in the morning (at 11:30) and in the afternoon (at 17:30). Should circumstances dictate that more cleaning than usual is required inside or outside the building or prior to a specific event, the cleaning personnel are to be notified by the Facility Management Department. Outside of teaching periods and/or during periods with reduced teaching activity, the cleaning team's work schedule is reduced accordingly.

In order to facilitate cleaning, all desks and other side furniture, as well as tables and work surfaces in offices, lecture theatres, meeting rooms, etc. are to be left as clear as possible.

7 Events

Internal and external events may, in principle, be organised on CAMPUS 02 premises provided that the activities of the temporary user are in keeping with the purpose of use and/or the business activities of CAMPUS 02. The CAMPUS 02 main office or the Facility Management Department are to be notified of such events at the very latest three weeks prior to the scheduled date in order to be able to obtain approval from the Management Board.

7.1 Events to be refused

The realisation of all types of events is in any case to be rejected in the event that:

- approval has not been given by the Management Board,
- there is a risk of interference with teaching and research activities of CAMPUS 02,
- appropriate rooms are not available,
- the event goes against the purposes as per point 7 or could harm the image of CAMPUS 02,

- the event would endanger public peace, order and/or safety, and/or the image of CAMPUS 02, the Republic of Austria, a Federal State, any other regional corporation, and/or a legally recognised church or religious community, and/or is immoral.

7.2 Obligations of event organisers

Event organisers agree to:

- accept and uphold the current laws and regulations corresponding to the event in question and to ensure the conditions and requirements by signing an agreement to indicate that they have understood them,
- leave the rooms made available to them as tidy as possible, including all contents, and to be liable for any damage caused during the event and/or by participants.

The event organisers are responsible for order and safety in accordance with the usage agreement during the entire event and the related time periods spent setting up and clearing away, as well as for the respect of all CAMPUS 02 regulations. They agree to make enough personnel available to guarantee the same.

8 Technical installations

8.1 Elevators

Blocking elevators by pressing on the STOP button or by propping the doors open for communication or other reasons is prohibited. In the event that an elevator stops working due to a power outage or a technical error, please press the alarm button and remain calm.

In the event of a fire, the elevators descend automatically to the ground floor and remain out of service.

8.2 Air-conditioning and aeration installations

Part of the offices and lecture theatres are air-conditioned. In order to ensure that the air-conditioning units work correctly, windows in air-conditioned rooms should only be left open for airing for short time spans.

The Styrian Chamber of Commerce's Central Systems Management Office can regulate temperature and air settings. Any problems should be reported directly to the CAMPUS 02 main office or to the Facility Management Department.

NB: Covering the air circulation shafts of air-conditioning units leads to reduced air flow and, as such, is forbidden.

8.3 External blinds

The external shutters in the new Campus Zuserstal building are operated centrally and closed in the evenings, as well as on Sundays and public holidays.

Internal and external blinds may be pulled down to prevent sun rays from streaming into offices and teaching rooms, when necessary.

8.4 Private electronic devices

For safety reasons, the installation and use of private electronic devices is not permitted. Mobile phones are the exception to this rule. The use of other private communication equipment is subject to the current valid version of the IT guidelines.

9 Faults and emergencies

9.1 Technical faults

The Facility Management Department is to be immediately notified of any faults and changes to technical devices and office installations.

9.2 In the event of fire

In accordance with the Fire Safety Regulations, the fire brigade is to be notified by telephone in the event of a fire: 0/122.

The building is to be evacuated in all cases if the fire alarm is sounded by using the mandatory emergency exit routes.

More detailed instructions can be found in the Fire Safety Regulations.

The Fire Safety Regulations form part of the house regulations and can be found in the staff folder on MOSS, in the lecturer handbook, and on FHelisa.

10 General conditions of use

When using any buildings and rooms, the greatest possible care is to be taken with regard to the premises themselves, installations and other fixtures and fittings whilst using as little energy as possible. In particular, the following activities are not permitted:

- Unnecessary noise which would disturb orderly teaching and research activities, and public order.
- Alcoholic drinks being taken into lecture theatres.
- The daubing of or sticking anything on walls, furniture or any equipment.
- The disposal of waste anywhere other than in the containers intended for that purpose.
- The use of equipment and installations which is obviously defective and/or the non-respect of conditions of use in force and/or instructions from the relevant responsible staff members.
- Any independent modification of electricity boxes and/or other technical installations.
- Leaving windows open for too long when air-conditioning or heating is switched on.
- The removal and/or damaging of installations serving safety and order (e.g. safety equipment labels, emergency exit routes, etc.)
- Any form of manipulation of electrical and/or mechanical appliances.

When vacating work stations, office doors must always be locked.

Doors are also to be locked when vacating lecture theatres; this should be done by lecturers, or by students if they are using the room after the teaching session has come to an end. The key is to be returned to the CAMPUS 02 main office.

During opening hours, students are allowed to study in lecture theatres which have not been booked. The CAMPUS 02 main office is to be consulted first. Upon authorisation, the key may be taken from the key board and must be returned to the exact same place once the room is vacated.

11 Miscellaneous

11.1 Announcements and notices

Announcements, publications and posters may be hung on the notice board ("black board") in the hall. Notices and posters must be authorised, stamped and dated by the CAMPUS 02 main office.

Announcements and notices may exclusively be hung on the board made available for that specific purpose and must have a clear link to student life (job adverts, small classifieds, relevant event announcements, etc.).

Each degree programme department, the staff positions and the Austrian Students Union manage their own notice boards.

11.2 Photography, film and audio recordings

Photos of CAMPUS 02 may only be taken, films and audio of CAMPUS 02 may only be recorded, and public dissemination of the same may only be realised further to approval by the Management Board and/or the PR & Communication Department.

11.3 Theft; lost property

The CAMPUS 02 main office is to be immediately notified of cases of theft and lost property. Any objects which are found will be stored for the entirety of the current semester in the CAMPUS 02 main office, after which time they will be disposed of.

Staff members should ensure that they lock up and safeguard any valuables and portable equipment.

11.4 Animals

It is prohibited to bring animals onto the premises.

11.5 Children

Children under the age of 14 must be supervised at all times when on the CAMPUS complex.

11.6 External contractors

The Facility Management Department is to be immediately notified of any work to be carried out by external contractors.

11.7 Keys

The Human Resources Management Department is to be immediately notified in the event that office keys are lost. Keys may not be passed to third parties, whether internal or external.

Lecture theatre keys must be returned to the CAMPUS 02 main office by personnel, lecturers or students once the room has been vacated and locked.

Keys for lecture theatres in the WIFI building are issued by the Infrastructure Management Department on the ground floor of the same building. Keys for laboratories may only be collected by lecturers.

11.8 Emergency exits

Emergency exits are furnished with an emergency exit bar and can be opened from the inside at any time.

Emergency exit routes are to be kept free at all times and must not be blocked by any objects whatsoever.

11.9 Cloakrooms

Cloakrooms are available in the main hall, in the lecture theatres and in the offices.

In addition, there are lockers in room CZ134 which can be used by part-time lecturers to store their personal items.

CAMPUS 02 does not accept any liability for any items left in cloakrooms or lockers.

11.10 Staff identification pass

Members of the CAMPUS 02 personnel (except casual employees) are each issued with a staff identification card valid for the duration of their time in service. The card is used for electronic time capture. The Human Resources Management Department is to be informed immediately in the event that a member of staff loses his/her ID card.

11.11 Student identification pass

Upon registration, students receive a student identification pass with their photo on it which is valid for the duration of their studies at CAMPUS 02. This pass serves:

- as general student ID,
- for electronic time capture,
- as a library card for the CAMPUS 02 library.

Students are to immediately inform the CAMPUS 02 main office in the event that their ID card is lost or stolen. The office personnel then request a new ID card from the IT Department and enter the data into the time capture system, thereby cancelling the previous card. The student in question will be notified by email as soon as the new card is ready for collection from the CAMPUS 02 main office. A disbursement fee of 10 Euros is payable.

11.12 Reporting accidents

Work accidents involving staff and lecturers are to be reported to the relevant study department as soon as possible; the department in turn notifies the Human Resources Management Department immediately.

Students at Austrian universities of applied sciences are members of the Austrian Students Union and thereby are insured within the framework of the Austrian Students Union insurance policy with regard to accidents and liability. Any student who has an accident must notify the insurance company himself/herself.

The telephone numbers to be used to report accidents are as follows:

Monday - Friday from 9:00 to 18:00 and for emergencies (24 hours)

From Austria: 0800 204 4400

From abroad: +43 (1) 204 4400

When calling to report an accident, the student in question must in all cases quote the correct policy number:

Policy number for collective accident insurance 000 1809 6819

Policy number for collective liability insurance 000 1810 4297

In the event that students have an accident within the framework of their studies, injuries are also to be reported to the Austrian Social Insurance Board for Occupational Risks (*Allgemeiner Unfallversicherungsanstalt*) by the University of Applied Sciences itself within five days of the accident (§ 363 clause 4 of the Austrian General Social Security Act (*Allgemeines Sozialversicherungsgesetz* – hereafter “ASVG”).

For that reason, students are obliged to report any injuries as soon as possible to the relevant departmental office and/or to the CAMPUS 02 main office.

Said insurance protection covers all accidents that occur related to the course of studies in terms of time, location and cause. This includes excursions, CAMPUS 02 events, etc. Furthermore, all accidents occurring en route to and from CAMPUS 02 are covered. The ASVG accident insurance covers all work illnesses occurring as a result of the programme of studies.

12 Concluding condition of the house rules

12.1 Constituent parts

The Fire Safety Regulations also form a constituent part of the present house rules and can be accessed by all parties concerned via FHelisa and/or MOSS (staff folder, lecturer handbook).

Further principles of the present house rules are the conditions set out in the ASchG.

12.2 Changes

Changes to the present house rules must be approved by the Management Board; in accordance with this, the present house rules are valid until revoked by the Management Board.

12.3 Non-respect of the house rules


In the event of the non-respect of the present house rules and if damages occur as a result, liability for damage comes into effect. Serious and/or repetitive non-respect of these house rules can also lead to the cancellation of the study contract and /or entail employment law consequences.

12.4 Validity

The present house rules come into effect on 28.4.2015.

12.5 Announcements

The house rules are published on the CAMPUS 02 website, in FHelisa and in MOSS so that they can be accessed by all parties concerned. In addition, a paper copy is available for consultation in the CAMPUS 02 main office.



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Management Board



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