House rules
Content and scope

§ 1. (1) The house rules define provisions
1. on the use of real properties, buildings and rooms that are rented by the University for fulfilling its duties or that are the property of the University of Vienna and
2. on the operation and use of equipment and tangible resources that are the property of the University by its members and by external people. Concerning the University’s employees, the works agreement concluded between the University and the members of the employee’s council have to be observed.

(2) All people using these real properties, buildings and rooms have to abide by the rules specified in the house rules.

(3) In accordance with the applicable rules, the following people are entitled for use:
1. The bodies and members of the University
2. External people in accordance with the special provisions.

(4) All buildings have to be used according to its designated purpose with the greatest concern for the building substance and other inventory and with economical use of energy. The same applies to the use of equipment.

(5) All heads of organisational units have to impose general regulations concerning the organisation of work in their unit, in accordance with the relevant occupational health and safety regulations and safeguarding the rights of the members of the University. These regulations have to be published in the University Gazette.

Opening hours

§ 2. (1) The Rectorate defines the opening hours of the university buildings. The opening hours have to be announced in the University Gazette. In defining the opening hours, the Rectorate has to ensure that the duties of the University can be fulfilled and that the security of all persons and property can be guaranteed. Different opening hours may apply to different buildings of the University of Vienna or to certain entrances and exits.

(2) Every organisational unit has to provide for sufficient opening hours for its premises and has to announce them accordingly. The Rector and the heads of the individual organisational units have to specify any further regulations, especially with regards to opening hours during recess periods, in the target agreements.

(3) If it is exceptionally necessary to keep the buildings open at other times than the times determined for the purpose of courses, examinations, academic events, graduation ceremonies and events organised by students’ representatives, the responsible organiser has to submit an application to the Rectorate for approval in time. Any costs arising from the extraordinary or extended opening hours beyond the courses offered by the regular degree programmes have to be paid by the person causing them.
Locking of buildings; distribution of keys

§ 3. (1) As a general rule, all buildings have to be locked outside the opening hours.

(2) In addition, the following areas have to be locked in all buildings outside the opening hours:
1. Entrance doors to organisational units, joined rooms and individual rooms
2. Lecture halls and seminar rooms
3. All rooms holding movable and immovable objects of some value (e.g. technical equipment, laboratory equipment, curtains, lighting fixtures, etc.)
4. All rooms or fixtures to which special legal regulations apply (e.g. radiation areas, areas holding infectious material) or for which it is necessary due to their primary purpose (e.g. clean rooms)

(3) In general, keys are only distributed to employees of the University of Vienna or to other persons with a permission by the head of the respective unit. The receipt of the key has to be documented and has to be confirmed by the personal signature of the authorised person holding the key. Every person holding a key is obliged to lock the entrance doors of university buildings when entering and leaving the buildings outside the regular opening hours.

(4) If the key is lost, the holder has to immediately notify the responsible person of the relevant unit who will take the necessary steps to ensure that the safety provisions are observed (esp. by exchanging the locks in case of imminent danger to the property). The costs for a replacement key have to be carried by the key holder.

(5) The keys have to be returned upon termination of office or when the authorisation by the head of the respective unit has expired. The returning of the keys has to be documented.

Regulations on the use of rooms

§ 4. Real property, buildings and rooms should be primarily used for the purposes of teaching, research and administration of the University of Vienna. This has to be done in accordance with the legal regulations (occupational health and safety regulations, building regulations, requirements of public authorities). Rooms may only be occupied by the number of people stated in the official regulations. If there are no official regulations for certain rooms, the Rectorate has to define the maximum number of people allowed to occupy them in accordance with the legal provisions (occupational health and safety regulations, building regulations, Events Act).

Courses and examinations

§ 5. (1) The running of courses and examinations is based on the provisions governing study law. The lecturers or examiners are responsible for ensuring that the provisions specified in the present house rules are complied with. The number of students admitted to examinations must be limited to a number that is appropriate to the spatial conditions.
(2) Visual and sound recordings of courses require the approval of the lecturer. Visual and sound recordings of examinations are only permitted if both the examiner and the examination candidate have given their consent.

Graduation ceremonies

§ 6. (1) Graduation ceremonies may only be held by order of the Rectorate or with his/her approval.

(2) Graduation ceremonies are open to the public. If there is danger that the room provided for the graduation ceremony is overcrowded, the number of people allowed to attend has to be limited if necessary.

(3) Private visual and sound recordings during the ceremony are permitted as long as they do not disturb the ceremony.

(4) Participants have to follow the instructions of the University staff members or the security personnel appointed by the Rectorate. These persons have to be easily recognisable (e.g. armband, caps, etc.).

Regulations on the special use of rooms by members of the University

§ 7. Members of the University and the groups running for elections for their representative bodies are entitled to hold events, subject to the availability of rooms. An application for the organisation of such an event has to be submitted to the Rectorate in time. The Rectorate has to prohibit the planned event, if it might endanger the proper course of teaching, research and administrative activities. The provisions of the 1998 union of students act (Hochschülerversammlungsgesetz) (esp. §§ 4 and 10) have to be taken into consideration.

Events organised by external people

§ 8. (1) The Rectorate can provide real property, buildings and rooms (within the realms of possibility) to persons from outside the University for the purpose of events, against compensation of all personnel and material costs. If this concerns the real property, buildings and rooms of only one specific faculty, a permission of the Dean of the faculty is required.

(2) The appropriate cost rates are determined by the Rectorate.
(3) The organiser is responsible that the event is carried out properly under observance of all applicable legislation (esp. of the Events Act, security policy provisions and the house rules). For that purpose, the organiser has to name an on-site representative who will, for the duration of the event, be responsible that all procedural and security provisions are observed. The organiser is liable for all damage caused by holding the event. The permit for the event can be made conditional on the payment of a deposit fee for possible costs arising from damage repair, or on other conditions.

Regulations on the use of equipment

General provisions

§ 9. (1) All equipment and devices of an organisational unit may be used or borrowed for academic teaching, research and administrative purposes by the staff members of the organisational unit. External people may use or borrow the equipment and devices for an appropriate fee, provided that this does not interfere with the proper course of teaching, research and administrative activities. For this purpose, an application has to be submitted to the head of the relevant organisational unit. The permission may be tied to the payment of a deposit fee. A record has to be made when external people use or borrow university equipment and facilities.

(2) Any equipment other than table-top appliances (e.g. ultracentrifuges, chest freezers, lockers for gas bottles) may only be set up or connected (e.g. electricity, water, wastewater, exhaust air) following prior permission of the Rectorate. The permission (or prohibition) is based on constructional, technical and budgetary requirements as well as on the occupational health and safety regulations, environmental regulations and building regulations.

Project-funded equipment

§ 10. Project-funded equipment may only be used outside the project upon permission of the project leader. This restriction does not apply after the project has ended.

Person responsible for equipment

§ 11. The head of every organisational unit has to appoint a person responsible for the equipment or several persons responsible for the equipment in this unit. The person responsible for the equipment is in charge of the equipment and is responsible for documentation when equipment is borrowed, specifying borrowing and return date. In particular, he/she has to ensure that the equipment is ready to operate correctly. This includes regular maintenance of the equipment in consultation with the head of the organisational unit or the project leader.
Person responsible for hazardous working materials and hazardous operations

§ 12. Every organisational unit working with hazardous working materials or carrying out hazardous operations has to appoint and appropriately train a person responsible for this area. This has to happen before operations are due to start and in accordance with the relevant provisions. These persons have to ensure that the legal provisions are complied with. They are responsible to the head of the organisational unit and also – if stated by the legal provisions – to the competent authority. The Rectorate has to be informed about these responsible persons, specifying their area of responsibility.

General regulations for use

§ 13. (1) All people using the university premises are obliged to ensure that the premises are used properly to prevent any damage, especially caused by fire or theft, as well as any criminal damage.

(2) All real properties, buildings and rooms have to be used with the greatest concern for the building, facilities and other inventory and with the most economical use of energy. All users should take the necessary steps to accomplish this mission. Every member of the University has to report any obvious defects and damage to buildings, wires, facilities, equipment, etc. In case of wanton damage or theft, the head of the relevant organisational unit has to notify the security authorities.

(3) The following acts are prohibited in particular:

1. Any contamination of the premises and rooms of the University;
2. Smoking is prohibited in all rooms used for teaching and research purposes as well as in the publicly accessible rooms (§ 12, Tabakgesetz, Austrian tobacco act). As an exception, designated rooms can be made available where smoking is permitted provided that the tobacco smoke cannot reach the areas where smoking is prohibited, thereby bypassing the general smoking ban;
3. Self-endangerment and endangerment of others due to alcohol, drug or substance abuse;
4. Removing, disabling, arbitrarily changing or rearranging safety devices unless necessary due to practical reasons, in particular for the purpose of carrying out tuning, repair or maintenance work;
5. Any unauthorised changes to building structures and technical equipment;
6. Removing, damaging or effacing notices related to security and order (signs indicating safety installations, escape routes, etc.);
7. Bringing along animals of any species, with the exception of guide and assistance dogs;
8. Organising any kind of collections except collections for charitable causes that have been approved by the Rectorate;
9. Making film and sound recordings for commercial purposes without prior permission of the Rectorate, with the exception of interviews;
10. Any behaviour that might disrupt peace, order and security at the University;
11. Carrying firearms, with the exception of public security organs and persons authorised by the Rectorate (e.g. external security services, night watchmen);

12. The use of sports equipment (inline skates, bicycles, skateboards, roller skates, micro scooters, etc.) on the premises of the University with the exception of designated areas of the University Sport Institute;

13. Sales transactions or other distribution activities for commercial purposes without the permission of the Rectorate;

14. Any (party) political activities, with the exception of the rights conferred by the union of students act (Hochschülerrightsgesetz), the employee representation act (Bundespersonalvertretungs- gesetz) and the labour relations act (Arbeitsverfassungsgesetz).

(4) All persons using the real property, buildings and rooms of the University of Vienna are liable under the rules of civil law for any damage caused culpably to University facilities. University employees are subject to the public officers liability act (Ordnungshaftpflichtgesetz), Federal Legal Gazette No. 181/1967, and the employees liability act (Dienstnehmerhaftpflichtgesetz), Federal Legal Gazette No. 80/1965.

Notices and postings

§ 14. Notices and postings at the University require permission of the Rectorate. They have to carry an imprint and may only be displayed on designated locations. Their content must not promote illegal or criminal behaviour and must not transgress the standards of public decency. Notices and postings that were not permitted by the Rectorate or that were put up at locations other than the designated ones will be removed at the expense of the issuer. Any damage is subject to liability according to the regulations stipulated in the General Code of Civil Law (ABGB).

Consequences in case of violation of the house rules

§ 15. (1) Violation of the house rules should be addressed in accordance with the principle of proportionality:

1. In case of minor violations: Warning issued by the head of the organisational unit, the lecturer, the bodies of the Austrian National Union of Students in their respective areas of activity, and subsidiary by the Rectorate.

2. In case of repeated or serious violations, external people and students may be temporarily denied any further use of the teaching, research and administrative facilities of the University by the respective head of the organisational unit for his/her area of responsibility, and subsidiary by the Rectorate.

(2) If there is a risk of criminal offences being committed, the Rectorate has to notify the police authorities. In case of imminent danger, every member of the University is entitled to do so.
(3) Any special provisions of organisational units (e.g. University Library) have to be applied.

Implementation

§ 16. The Rectorate is responsible for the implementation of the house rules, in particular by ensuring security and order. In the case of imminent danger, every user of the University of Vienna is entitled and obliged to implement all measures necessary to prevent any danger and damage to the University. He/she must not suffer any disadvantages as a result.

Entry into force

§ 17. (1) These house rules enter into force on 1 January 2004.

(2) The house rules of the University of Vienna as published in the University Gazette of 3 November 1999, section VII, no. 118, will hence cease to be effective.