



# HOUSE RULES

Guideline: RL 92000 HAOR 063-01

TU Graz  
Rechbauerstraße 12  
A-8010 Graz  
Phone +43 (0) 316 873 / 0

	Created	Checked	Approved
Name	<u>Gerhard Kelz</u>	<u>Andrea Hoffmann</u>	<u>Rector's decision</u>
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## 1. Purpose

These house rules are intended to ensure security and order, especially with regard to the implementation of research, teaching and administrative tasks at Graz University of Technology (TU Graz).

## 2. Scope of application

These house rules apply to all properties, buildings, rooms and facilities that are available to Graz University of Technology for the fulfilment of its tasks.  
The validity of this directive (house rules) is unlimited.

## 3. Distribution

Publication of house rules in the TU Graz newsletter.  
Publication on TU4U platform.  
Publication to all sublease contract partners of TU Graz.  
Notice displayed in prominent places.

## 4. Non-compliance

In the event that an organisational unit (OU) of Graz University of Technology fails to observe these rules, that OU shall be held responsible internally to the Rectorate for any damage caused through non-compliance. This applies mutatis mutandis to all sub-lease contract partners of TU Graz.

## 5. Applicable documents

Universities Act 2002 (UG) Federal Law Gazette I 2002/120 (BGBl) as amended;  
Highway Code 1960 (StVO 1960) Federal Law Gazette 1960/159 (BGBl) as amended;  
Tobacco Act Federal Law Gazette 1995/431 (BGBl) as amended;  
Institution Liability Act (OrgHG) Federal Law Gazette 1967/181 (BGBl) as amended;  
Civil Code of Austria (ABGB) JGS 1811/946 as amended.

Guidelines and other regulations of Graz University of Technology as amended:

Study law regulations;

Laboratory use policy and safety instructions (model);

Institute regulations;

Operation and usage regulations;

Corporate design guideline;

Guideline for the organisation of events at TU Graz;  
General fire protection and escape route regulations etc. of TU Graz;  
Parking regulations;  
Advertising guideline;

**6. Process responsibility**

Head of OU Buildings and Technical Support (95040)

## 7. HOUSE RULES

### General Information

§ 1. (1) These house rules are intended to provide security and order, especially with regard to the implementation of research, teaching and administrative tasks, and shall apply without exception to all properties, buildings, rooms and facilities that are available to Graz University of Technology for the fulfilment of its tasks.

(2) Responsibility for the enforcement of these house rules, in particular for supervision and maintenance of security and order, is held by the member of the Rectorate responsible for the infrastructure department. This person must conduct, or instruct others to conduct, audits on compliance with safety regulations in all areas of TU Graz at appropriate intervals. To do this, the person responsible can utilise the organisational unit (OU) Buildings and Technical Support or appoint security officers. The orders and the respective area of responsibility shall be published in the TU Graz newsletter and on TU4U platform.

### Responsibility

§ 2. (1) The heads of the OUs are responsible for ensuring that rooms etc. assigned to the facilities they are in charge of are locked and solely accessible to authorised persons. More detailed regulations are listed in the respective institute regulations or operation and usage regulations.

(2) Furthermore, the respective heads of the OUs are responsible for ensuring that those using the room are demonstrably obliged to take the necessary safety, practicality and economic measures (especially as regards energy efficiency) when leaving the rooms.

(3) Unauthorised persons are not permitted to enter or drive onto Graz University of Technology's premises, particularly in view of the numerous danger zones. Driving on the premises is at the driver's own risk and liability. The Highway Code 1960 (StVO 1906) applies mutatis mutandis to all traffic areas on the premises of TU Graz.

(4) TU Graz is not liable for damage caused by theft.

(5) It is the responsibility of the heads of the OUs to ensure that these house rules are brought to the attention of employees of the respective OU and that compliance with these house rules is guaranteed in the rooms assigned to the OU.

### General access

§ 3. (1) TU Graz is accessible to university personnel and institutional bodies in accordance with § 94 Universities Act. Furthermore, non-university persons, such as guests and visitors in particular, are also permitted to access and use the property of TU Graz, provided that such access or use does not prevent or impede teaching and research activities. Greatest possible care of buildings and facilities shall be taken when using the properties and rooms of Graz University of Technology. Any disruption to normal operations must be avoided.

(2) Unless otherwise stipulated by study law, persons without valid admission to our university shall also be permitted to attend courses. The Rector can exclude people from use to ensure security and order.

All academic celebrations are open to the public. However, if necessary, access can be restricted to members of the Graz University of Technology as specified in § 94 Universities Act. In addition, attendance may also be limited depending on available space.

## **Opening hours**

§ 4. (1) The opening hours of the main and secondary gates of all Graz University of Technology buildings are generally set for the period from Monday to Friday, 6:00 a.m. to 8:00 p.m. In exceptional cases, the Rector can approve separate opening hours for individual buildings. This must be published on the TU4U platform. In addition, the Rector may temporarily determine different opening hours for specific areas, such as for registered and approved events, which must then be published on the TU4U platform and made known primarily via a notice on site.

(2) Generally, non-university persons mentioned in § 3 (1) are not allowed to remain in buildings at TU Graz when the premises are closed. The only exceptions apply to those areas for which temporarily deviating opening hours are specified in § 3 (1) last sentence.

(3) In the event that OUs are accommodated in rented third-party buildings, the Rector shall determine special regulations while taking into account the house rules applicable to these third-party buildings. Such special regulations must be published on the TU4U platform.

## **Security and property rights**

§ 5. (1) It is strictly prohibited to carry firearms or other weapons onto the premises of Graz University of Technology. Unlawful possession or carrying of firearms and other weapons on campus shall entitle the Rector to ban the carrier from the premises as well as to impose other measures (such as dismissal, exclusion from studying, etc.).

(2) It is strictly prohibited to bring any sources of fire such as open flames, fireworks or other explosives onto the premises of TU Graz. Smoking is banned throughout the entire premises in accordance with § 13 of the Tobacco Act. In general, it is not permitted to bring animals into Graz University of Technology buildings.

(3) The Rector is authorised to dismiss people from the premises of TU Graz who grossly violate security and order regulations or disrupt legal conditions, if necessary with the help of police. In the event of disruptions that have an unacceptable adverse effect on courses, examinations, events, meetings or other business operations, the heads of the OUs or the people responsible for courses must take into account the principle of proportionality when determining measures to ensure that legal conditions are restored. In the event of imminent danger, in particular with regard to physical injury or substantial damage to property, immediate countermeasures must be initiated, if necessary with the help of police.

(4) In the event of damage to buildings, immovable and movable property or the destruction of an inventory item, the user shall be liable for appropriate compensation as specified in the Institution Liability Act (OrgHG) and the Civil Code of Austria (ABGB). The amount to be paid as compensation with regard to repair or replacement costs shall be determined by the responsible institution. Under certain circumstances, the person concerned may be excluded from further use.

## **Access to work rooms**

§ 6. Outside opening hours, people who are not employed at Graz University of Technology are not permitted to access work rooms (laboratories, IT rooms, drawing rooms, etc.). In exceptional cases, however, students may also use the corresponding work rooms outside opening hours, provided they identify themselves to the doorman responsible for the building and to the security guard whenever requested. The use of work rooms during closing hours is regulated by each institute's own regulations or the respective operation and usage regulations.

### **Keys issued**

§ 7. (1) The required house gate keys are issued to the facilities by OU Buildings and Technical Support. The heads of the OUs are responsible for ensuring that these keys are only used by authorised personnel of the Graz University of Technology, who have a special interest in usage according to a strict standard and where improper use is avoided.

(2) Records of keys must be kept at each OU and submitted in writing to OU Buildings and Technical Support once a year.

### **Cleaning, maintenance and safety measures**

§ 8. OU Buildings and Technical Support is responsible for the use and management of the necessary cleaning, maintenance and security measures for the traffic areas on the premises and for Graz University of Technology buildings not assigned to a specific OU. The footways and pavements must be maintained and cleaned in accordance with § 93 Highway Code 1960. Furthermore, in the event of snow and icy conditions, they must be cleaned and de-iced. Any OU Buildings and Technical Support directives resulting from the responsibility for observance of the house rules must be followed. Should particular contamination occur, a corresponding cleaning fee shall be levied.

### **Structural changes**

§ 9. (1) Intended structural changes, adaptations, initiation or relocation of installations etc. (including experimental arrangements with significant energy and/or material turnover) must be communicated in writing to OU Buildings and Technical Support and may only be carried out with the approval of OU Buildings and Technical Support. It is the responsibility of OU Buildings and Technical Support to obtain the necessary approval from the respective landlord.

(2) Change of individual cylinder locks, which is only permitted if this does not interfere with the central locking system, requires prior approval of OU Buildings and Technical Support. If, for security reasons, additional locks are required in individual cases, this must be carried out by OU Buildings and Technical Support, taking into account the central locking system. In the event of improper use of keys, the Rector can withdraw issued keys for a specific or indefinite period.

### **Letting**

§ 10. (1) Letting refers to the provision of premises, infrastructure or machines to third parties or employees of Graz University of Technology for purposes of third-party use.

(2) Premises and/or infrastructure of Graz University of Technology may only be let to persons, institutions or companies outside of Graz University of Technology after prior consultation with OU Building and Technology and approval by the member of the Rectorate responsible for infrastructure.

### **Advertising spaces and design elements**

§ 11 (1) The responsible OU manager gives their approval for advertising spaces and attachment or installation of design elements within the rooms for which the OU is responsible. OU Building and Technology is responsible for approving advertising spaces and installing or installing design elements in all general-use rooms (primarily traffic areas, foyers and lecture halls). OU Buildings and Technical Support is responsible for approving the placement of advertising materials and design elements throughout the outdoor area of TU Graz.

(2) Any paid letting of advertising space as specified in § 10 (1) requires prior consultation with OU Buildings and Technical Support and approval by the member of the Rectorate responsible for infrastructure.

### **Coming into force**

§ 12 The house rules come into force on the day of announcement in the TU Graz newsletter.