



House Rules

RL 92000 HAOR 063-02

Graz University of Technology
Rechbauerstraße 12
A-8010 Graz
Tel.: +43 (0) 316 873 / 0

	NAME	DATE
Created / last updated	Alexandra Kainz	19/03/2025
Checked	VR Michael Monsberger	24/03/2025
Approved	Rectorate's decision	25/03/2025
Published	University Gazette	02/04/2025
Entry into force	Day of publication	02/04/2025

1. PURPOSE

The House Rules serve to ensure security and order, especially with regard to the research, teaching and administrative tasks of the Graz University of Technology (TU Graz).

2. SCOPE OF APPLICATION

The 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. ADDRESSEES

Publication of House Rules in the TU Graz newsletter

Publication on TU4U platform

All sub-lease contract partners of TU Graz

Posting at a suitable location

4. MUTUAL RELATIONSHIPS

If a TU Graz organisational unit (OU) fails to comply with the stated regulations, this OU will be internally liable to the Rectorate for all damages thereby caused. This applies mutatis mutandis to all sub-lease contract partners of TU Graz.

5. OTHER 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;

- Directives, guidelines and other regulations of the Graz University of Technology in the currently valid version:
 - Study law regulations;
 - Laboratory guidelines and safety instructions (model);
 - Institute regulations;
 - Operation and usage regulations;
 - Design guidelines;
 - Guideline for the organisation of events at the TU Graz;
 - TU Graz Fire Safety Regulations;
 - TU Graz Parking Rules;

6. PROCESS RESPONSIBILITY

Head of OU Buildings and Technical Support (95040)

7. CHANGE HISTORY

19/03/2025

- Changes to 5. Other Applicable Documents
- Changes to § 4. (1) Opening hours
- Changes to § 5. (2) Security and property rights
- Changes to § 6. Access to work rooms
- Adjustment of the document to match the new layout for directives at TU Graz

8. HOUSE RULES

General information

§ 1. (1) The House Rules serve to provide security and order, especially with regard to the implementation of research, teaching and administrative tasks, and 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) The enforcement of the House Rules, in particular the supervision of the maintenance of security and order, is the responsibility of the member of the Rectorate responsible for the infrastructure department. This person must conduct, or direct other to conduct, audits on compliance with safety regulations in all areas of TU Graz at appropriate intervals. To do this, he/she can utilise the organisational unit (OU) Buildings and Technical Support or appoint security officers. The orders and the respective area of responsibility are to be published in the TU Graz newsletter and on TU4U platform.

Responsibility

§ 2. (1) It is the responsibility of the heads of the OUs to ensure that rooms etc. assigned to the facilities they are responsible for are generally locked and can only be accessed by authorised persons. More detailed regulations are listed in the respective institute regulations or operation and usage regulations.

(2) The respective heads of the OUs are further responsible for ensuring that room users are demonstrably obliged to take the necessary safety, practicality and economy measures (especially energy-saving measures) when leaving the rooms.

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

(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 the 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 as well as their institutions in accordance with § 94 Universities Act 2002 (UG). Furthermore, the use by non-university persons, such as guests and visitors in particular, is permitted, provided that such a use does not prevent or impede teaching and research activities. All properties and rooms of the Graz University of Technology can only be used with the greatest possible care of the buildings and facilities. Any disruption to normal operation must be avoided.

(2) Unless otherwise stipulated by study law, attendance at courses during opening hours is also permitted for persons without a valid admission. The Rector can exclude people from use to ensure security and order.

All academic celebrations are open to the public. If necessary, however, access can be restricted to members of the Graz University of Technology within the meaning of § 94 UG and a number of people appropriate to the spatial conditions.

Opening hours

§ 4. (1) The opening times 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 times for individual buildings. In addition, the Rector may temporarily determine different opening times for specific areas, such as for registered and approved events.

(2) Generally, non-university persons mentioned in § 3 (1) must not be in the TU Graz buildings during the time the premises are locked. Only exceptions are those areas for which temporarily deviating opening hours according to § 3 (1) last sentence apply.

(3) If it is the case that OUs are renting third-party buildings, the Rector will determine special regulations, taking into account the House Rules applicable to these third-party buildings. Such special regulations must be published on the TU4U platform.

Security and house rights

§ 5. (1) Access to Graz University of Technology buildings with weapons is strictly prohibited. Unlawful bearing or carrying of firearms and other weapons on campus entitles the Rector to ban the carrier from the premises as well as to impose other measures (such as dismissal, exclusion from studying, etc.).

(2) Handling open fire and light as well as bringing fireworks or other explosives onto the premises is strictly prohibited. Smoking is banned on the entire premises in accordance with § 13 of the Tobacco Act. This also applies to e-cigarettes and vapes. Bringing animals into Graz University of Technology buildings is generally not permitted.

(3) The Rector is authorised to dismiss people who grossly violate security and order or disrupt the legal condition from the premises, 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 the legal condition is achieved. In the event of imminent danger, in particular with regard to physical injury or in the event of 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 has – in consideration of the Institution Liability Act (OrgHG) and the Civil Code of Austria (ABGB) – the obligation to compensate appropriately. The amount to be paid as compensation

in regards to repair or replacement costs is determined by the responsible institution. Under certain circumstances, the person concerned may be excluded from further use.

Access to work rooms

§ 6. Outside of opening times, access to work rooms (laboratories, IT rooms, drawing rooms, etc.) is generally not permitted for people who are not employed at Graz University of Technology. In exceptional cases, however, students can also use the corresponding work rooms outside of opening times, provided they have been given with the appropriate access authorisation by the head of the OU (key, key card) and that they identify themselves to the doorman responsible for the building and to the security guard when requested. The use of work rooms during off-hours is regulated in the institute regulations or the respective operation and usage regulations.

Key issue

§ 7. (1) The required house gate keys are issued to the facilities by the 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 to the OU Buildings and Technical Support in writing once a year.

Cleaning, maintenance and safety measures

§ 8. The 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 properties and for the 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. If there is particular contamination, a corresponding cleaning fee must 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 to the OU Buildings and Technical Support in writing and may only be carried out with the approval of the OU Buildings and Technical Support. It is the responsibility of the OU Buildings and Technical Support to obtain the necessary approval from the respective landlord.

(2) Change of individual cylinder locks is only permitted if this does not compromise the central locking system and requires the prior approval of the OU Buildings and Technical Support. If, for security reasons, additional locks are required in individual cases, this must be done by the 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) Letting of premises and/or infrastructure of Graz University of Technology to persons, institutions or companies outside of Graz University of Technology is only possible after consultation with the 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 approval for advertising spaces and the attachment or installation of design elements within the rooms for which the OU is responsible. The 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). The OU Buildings and Technical Support is responsible for approving the placement of advertising materials and design elements throughout the TU Graz outdoor area.

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

Entry into force

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