

A...kademie der bildenden Künste Wien

Rectorate Directive: House Rules of the Academy of Fine Arts Vienna

General provisions

§1. Objectives

- 1) The house rules serve to ensure safety and order at the Academy of Fine Arts Vienna. They are intended to ensure the safe operation of the properties, buildings and rooms available to the Academy for the performance of its duties in accordance with the University Act 2002 (*Universitätsgesetz 2002*).
- 2) All buildings and rooms must be used in accordance with their designated purpose, taking the utmost care to preserve the structural substance and inventory and ensuring the most economical use of resources.

§2. Scope

- 1) These house rules apply to all property, buildings and rooms that are rented or owned by the Academy for the fulfilment of its tasks.
- 2) The provisions of the house rules must be respected by all users of these properties, buildings and rooms.
- 3) The following persons are authorised to use these facilities in accordance with the applicable regulations:
 1. The bodies and members of the Academy
 2. Visitors in accordance with specific supplementary provisions.

§3 Designated Use

- 1) The Academy's property, buildings and rooms of the Academy are used for teaching, research, exploration and development of the arts, and for the performance of the statutory tasks of student self-governance.
- 2) The following buildings are designated to the Academy for the fulfilment of its tasks:
 - 1010 Vienna, Schillerplatz 3
 - 1020 Vienna, Böcklinstraße 1 / Kurzbauergasse 9
 - 1060 Vienna, Lehargasse 6-8
 - 1070 Vienna, Karl-Schweighofer-Gasse 3
 - 1030 Vienna, Kelsenstraße 2 (limited to premises used by the Academy)
 - 1010 Vienna, Eschenbachgasse 11

§4 Allocation of space

- 1) The Rectorate has at its disposal the property, buildings and rooms allocated to the Academy. It allocates these to the organizational units in accordance with the Academy's current organizational plan.
- 2) Each head of an organizational unit shall, for their respective area of responsibility, issue general regulations on the organization of work, taking into account the applicable employee health and safety regulations.

Safety and Good Order

§5. Opening hours of Academy buildings

- 1) The opening hours of the Academy buildings shall be determined by the Rectorate or by the Vice-Rector responsible in accordance with the Rules of Procedure in such a way as to ensure that the Academy's tasks can be carried out. Different opening hours may be set for different Academy buildings.
- 2) Each organizational unit shall provide for sufficient opening hours which shall be announced accordingly. For security reasons, anyone present in the Academy buildings after 8 p.m. must report to the respective porter.
- 3) The opening hours must be observed. All users must leave the buildings at the specified times unless they have a valid special permit.
- 4) The technical and administrative management of opening hours is the responsibility of the Buildings | Technology | Procurement department (GTB).

If, in exceptional cases, such as the holding of courses, examinations, academic events, academic ceremonies, rentals and events organized by the student self-governance bodies within their statutory scope of responsibility, it is necessary to keep buildings open at times other than specified, this must be submitted in writing by the responsible applicant to the Rectorate (in consultation with the Office of Public Relations) in good time for approval.

§5a Access | Opening hours in general crisis situations

- 1) The Rectorate is authorised to impose necessary restrictions on access and opening hours in direct connection with general crisis situations to ensure the safety of all Academy members and visitors, in particular to specify conditions and proof of identity appropriate to the situation for access.
- 2) Relevant regulations must be communicated to Academy members via appropriate channels (e.g. email, website, Academy Online, Academy app). In acute emergencies, measures may also be implemented before the announcement by means of public notices posted at the entrance to and inside the affected properties/buildings or premises. In this case, the corresponding announcement must be made as soon as possible.
- 3) Restrictions in accordance with paragraph 1 may affect individual or all properties dedicated to the Academy, or, if necessary, to maintain university operations as far as possible, only individual rooms and groups of rooms.
- 4) Regulations concerning all or individual locations shall be implemented on behalf of the Rectorate by the service provider responsible for building matters and shall be reviewed by control bodies verifiably authorised by the Rectorate. Regulations concerning individual rooms and groups of rooms shall be implemented by the heads of the organizational units concerned, whereby compliance with the measures shall be monitored by control bodies that have been demonstrably authorised and commissioned by the Rectorate.
- 5) In the event of non-compliance with the requirements specified in paragraph 1, the Rectorate may either order comprehensive access controls or order the closure of an entire property or building.

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§6. General rules of use

- 1) Property, buildings and premises are to be used primarily for the purposes of the university in teaching, research and administration. Use must be in accordance with legal regulations, in particular employee health and safety regulations, building regulations and official requirements. Rooms may only be occupied up to the maximum number of persons authorized by the relevant authorities.
- 2) All users of the property, buildings and rooms are obliged to prevent damage of any kind, in particular damage caused by fire, theft or vandalism, as well as criminal acts against life and limb.
- 3) In the event of obvious wilful damage, theft or criminal acts against life and limb, the head of the respective organizational unit must immediately notify the security authorities. At the same time, the Rectorate and the Buildings | Technology | Procurement Department must be informed without delay. Other damage resulting from normal use must be reported immediately to the respective institute management and/or the GTB.
- 4) All property, buildings and rooms must be used with the utmost care for the buildings, facilities and other inventory, and with the most economical use of energy. All users are required to take the necessary steps to accomplish this mission.
- 5) In particular, the following must be refrained from:
 1. Any contamination or littering of the Academy's grounds and premises.
 2. Smoking in the Academy's public areas and classrooms in accordance with §12 of the Tobacco Act (*Tabakgesetz*).
 3. Endangering oneself or others through the consumption of alcohol, drugs or narcotics.
 4. Bringing bicycles into the academy buildings, except for parking them in specially designated areas.
 5. Removing or damaging markings on safety equipment and escape routes.
 6. Bringing animals of any kind without the prior approval of the Rectorate.
 7. Any unauthorised changes to structural and technical facilities
 8. Any behaviour that is likely to disturb the peace, order and safety and reputation of the Academy
- 6) Escape routes and exits must be freely accessible at all times. Fire doors must be closed.
- 7) Building users must behave in such a way that others are not disturbed, harassed or endangered in any way.
- 8) Except for workshops that are designed and equipped for hot work (e.g. metalworking workshop), the use of open flames is prohibited throughout the Academy.
- 9) The academy's fire safety regulations must be observed. Private electrical appliances may only be installed with the permission of the Department of Buildings | Technology | Procurement. The installation or use of electrical appliances with heating elements or heating coils (e.g. coffee machines, hotplates, etc.) in areas not specifically designated for this purpose (e.g. kitchenettes) is prohibited.
- 10) Any use of software and hardware that hinders other users or service providers or disrupts the functioning of the services or connected networks is prohibited.
- 11) When connecting hardware and computer systems to the central communications infrastructure, users must comply with the technical specifications and requirements of the Central IT Service department (ZID). The installation of private Wi-Fi routers and network switches is prohibited. In the event of non-compliance, these will be removed by the Central IT Service department (ZID) without exception.

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§7 Restrictions and prohibitions on use

- 1) In the event of violations of safety and order or if the safe operation of facilities, equipment and systems is endangered, the Rector may, after prior unsuccessful warnings and in accordance with the principle of proportionality, impose restrictions or prohibitions on use.
- 1a) In the event of general health threats, the Rectorate is responsible for making short-term arrangements – up to and including the imposition of immediate bans on access to Academy premises for affected persons until a full medical assessment has been carried out.
- 2) Any special regulations governing the library, archive, copperplate collection and paintings gallery shall apply.

§8 Issuing and blocking keys

- 1) The Buildings I Technology I Procurement Department (GTB) is responsible for issuing keys and maintaining the key register. This task may be delegated to the individual organizational units if the organizational unit appoints a university employee who will take responsibility for this task. The Buildings I Technology I Procurement department is entitled to verify that this task is being carried out properly by conducting at least one inspection per year and reviewing the relevant documents.
- 2) To prevent unauthorised access, individual buildings must be kept locked outside opening hours.
- 3) In addition, the following must be kept locked in all buildings outside hours of use:
 1. Building entrances and rooms directly accessible from corridors. The visiting hours announced on public notice boards must be taken into account.
 2. Lecture halls, seminar rooms, studios, laboratories/workshops and studios. Access to these premises is subject to the course instructor obtaining a key from the relevant office and returning it at the end of the course.
 3. All rooms containing movable and immovable items of value (e.g. technical equipment, laboratory equipment, curtains, lighting fixtures, etc.).
 4. Offices
- 4) As a rule, keys are only issued to employees of the Academy and officials of the Austrian Student Union at the Academy. Otherwise, keys are only issued on a temporary basis in exceptional cases based on justified requests by the Rectorate or the relevant Vice-Rector. Receipt of a key must be confirmed by signature.

By signing, the user undertakes

 1. not to give the keys received to third parties under any circumstances.
 2. not to make or have made any copies of the keys.
 3. in the event of loss, to report the loss to the police and to notify the Buildings I Technology I Procurement Department immediately.
 4. A deposit set by the Rectorate must be paid for each key received.
 5. Keys received must be returned to the Buildings I Technology I Procurement Department (GTB) without being asked to do so when leaving employment or terminating employment.
- 5) The costs to produce duplicate keys and any associated costs for necessary changing the locking system shall be borne by the person responsible for the loss in the event of loss due to gross negligence or in the event of a repeat occurrence.
- 6) The student union shall be responsible for issuing keys to employees in its own premises. The student union must deposit one key each that allows access to the rooms they use in the porter's lodge at the main entrance.

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- 7) The issue of keys (locks for individual or multiple rooms or for the entire department) must be limited to the number that is absolutely necessary.
- 8) The Buildings | Technology | Procurement Department shall, as a rule, issue only as many keys for each organizational unit as there are employees working there. Justified requests for the issuance of keys to persons outside the university/institute (freelancers, graduate students) must be submitted to the Rectorate or the relevant Vice-Rector for approval.

§9 Notices and posters

Notices and posters at the university require the approval of the Rectorate. They must include an imprint and may only be displayed in designated areas. Their content must not incite prohibited or criminal behaviour and must not violate public decency. Posters that have not been approved or that are displayed in unauthorised areas will be removed at the owner's expense. Liability for any damage shall be governed by the provisions of the Austrian Civil Code (*ABGB*).

§10 Measures in the event of violations of the house rules

- 1) In the event of violations of the house rules, the principle of proportionality shall be taken into account:
 1. In the case of minor violations: warning by the head of the organisational unit, by the course instructor, by the student union bodies in the respective area of activity, or, subsidiarily, by the Rectorate.
 2. In the case of repeated, serious violations, outsiders and students may be excluded by the Rectorate from further use of the teaching, research and other university facilities.
- 2) All members of the university are obliged to cooperate in the investigation to clarify the facts in the event of violations of these house rules.
- 3) If there is a risk of criminal offences being committed, the security authorities must be notified by the Rectorate. In the event of imminent danger, every member of the university is entitled to notify the security authorities and must immediately inform the Rectorate and the Buildings | Technology | Procurement Department.

§ 11 Events organised by persons from outside the university

- 1) The Rectorate may, depending on availability, make the university's property, buildings and rooms available to persons not affiliated with the university for the purpose of holding events in return for reimbursement of personnel and material costs.
- 2) The corresponding cost reimbursements shall be determined by the Rectorate.
- 3) The organiser is responsible for the proper conduct of the event in compliance with all applicable legal provisions (in particular the Event Act, security regulations and house rules). For this purpose, a representative must be named for the duration of the entire event who is responsible for ensuring compliance with all rules and safety regulations on site. The organiser is liable for any damage caused by the event. The permit may be made conditional upon the payment of a deposit for any damage repair costs and other requirements.

§12 Enforcement

The enforcement of the house rules, in particular the supervision of the maintenance of safety and order, is the responsibility of the Rectorate.