

This is a translation of the official German document
Richtlinie des Rektorats: Haus- und Benützungsordnung
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DIRECTIVE ISSUED BY THE RECTORATE

House Rules and Use Policy

(1) General provisions

1. The House Rules and Use Policy serve to ensure safety, security and order and to ensure that the University can honour its responsibilities. The teaching, research and administrative duties of the university take precedence over all other duties. The provisions of the House Rules and Use Policy apply accordingly.
2. The House Rules and Use Policy apply to all grounds, buildings and rooms that are at the University's disposal for the fulfilment of its duties.
The provisions of the House Rules and Use Policy must be observed by every user of these grounds, buildings and rooms.
Members and non-members of the University are authorised to use the grounds, buildings and rooms in accordance with the applicable rules and regulations.
3. The University's grounds, buildings and rooms support the teaching, research and administrative duties of the members of the University and serve to ensure that the statutory requirements of student self-administration are met.
4. The Rectorate controls the grounds, buildings and rooms of the University of Klagenfurt in accordance with Section 22 (1) of the Universities Act 2002. It is the responsibility of the Rectorate to allocate the necessary rooms to the organisational units to allow them to fulfil their duties. The Rectorate or a person authorised by the Rectorate may verify that the rooms are being used for their intended purpose at any time.
5. Applications relating to the allocation and provision of rooms or a change of purpose must be submitted to the Rectorate, setting out the reasons for the request. If necessary, the Rectorate may, after consulting the members of the University concerned, make changes to dedications at its own initiative.

(2) Opening hours

1. The university buildings are open from Monday to Friday from 6 am to 9 pm and on Saturdays from 6 am to 4 pm. Alternative opening hours are stipulated by the Rector in consultation with the heads of the organisational units and must be made public through a notice in the University Bulletin, on the University's website and by displaying a notice in the entrance area of the respective building.
2. All university buildings remain closed on Sundays and public holidays. University members can also gain access outside of opening hours after notifying the porter (official ID or confirmation or student ID required).
3. Non-members of the University are only permitted to visit the University buildings outside of opening hours following approval by the Rector in consultation with the heads of the relevant organisational unit.
4. If it is necessary to close the main entrances at a later time due to an event, they will be closed as necessary, but no later than 30 minutes after the end of the event. Any such requirement must be reported to *Facilities Management* at least one day before the event.
5. The heads of organisational units must ensure that their opening hours are adequate for the purpose of office hours and consultation hours and must display these on notice boards.

(3) **Safety, security and order**

1. The Fire Safety Regulations (as amended) and any operating and utilisation instructions issued by the central facilities must be observed.
2. Heads of organisational units are responsible for ensuring that the rooms allocated to the organisational units are used for their intended purpose.
3. Departmental rooms and offices must always be kept locked, unless otherwise stipulated in specific regulations governing their use. When leaving a room, it is particularly important to observe the guidelines for fire prevention. This responsibility (apart from locking the lecture halls and classrooms) lies with the respective lecturer. All users of the University are called upon to take all appropriate measures to save energy.
4. All members of the University have a duty to inform *Facilities Management* of any defects or damage to buildings, rooms, facilities and equipment without delay. In the event of imminent danger outside working hours, any such observations must be reported to the porter or the security guard on duty.
5. All users of the grounds, buildings and rooms available to the University are required to ensure that damage of any kind, in particular due to theft or fire, is prevented and that inventory and technical equipment are used with the greatest possible care. Above all, users must refrain from:
 - a) any behaviour that is likely to disrupt or impair peace, order and security and the performance of the University's duties, in particular the causing of needless noise, improper behaviour or behaviour that is otherwise contrary to University conventions;
 - b) any behaviour that is harmful to a person's dignity or is undesirable, inappropriate, degrading, offensive or insulting to the person concerned;
 - c) fouling the grounds, buildings and rooms, smearing on or covering walls, doors, etc. with stickers;
 - d) bringing in and consuming food and drinks in the lecture halls and classroom(s);
 - e) bringing animals to the University apart from dogs, see (8a);
 - f) the production of film and sound recordings for commercial purposes without prior authorisation from the Rectorate, with the exception of interviews;
 - g) the organisation of all types of collections, with the exception of those dedicated to charitable purposes and authorised by the Rectorate;
 - h) the use of roller skates, inline skates, skateboards, etc. in the University buildings;
 - i) batteries for electric vehicles (e.g. scooters, e-bikes, pedelecs, etc.) may not be stored and/or charged anywhere inside the University of Klagenfurt. Exceptions to this rule require the approval of the Fire Safety Officer and appropriate accompanying measures. Generally, electric wheelchairs, suppliers' stair-climbers and electric machines for maintenance purposes are excluded from these regulations.
6. There is a strict no-smoking policy in all university buildings and outdoor areas. The smoking ban applies to all types of smoking (i.e. use of nicotine cigarettes/cigars, pipes, e-cigarettes, tobacco heaters, etc.). Smoking is permitted in outdoor areas marked as such (designated smoking areas). Notably, the smoking ban in all entrance areas of the university must be observed. Remnants of any kind of smoking materials and ashes must be disposed of in the designated ashtrays. Disposing of them in wastebaskets, rubbish containers or on the floor is prohibited
7. The use of naked flames and fire is prohibited on the premises of the University of Klagenfurt. Exceptions to this rule require the approval of the Fire Safety Officer and appropriate accompanying measures. It is strictly forbidden to bring fireworks or other explosive objects onto university premises.

(4) Allocation of keys

1. *Facilities Management* is responsible for allocating and issuing keys and keeping records of keys. In principle, keys are only issued to staff. In all other cases, keys are only issued in exceptional cases on the basis of reasoned applications following authorisation by the Rector. This authorisation can only be granted for a limited period of time.
2. The head of an organisational unit is responsible for determining the allocation of keys to rooms assigned to that unit.
3. Receipt of a key must be confirmed by signature. By signing, the user undertakes:
 - a. not to give the key they have received to third parties under any circumstances;
 - b. not to copy the key or have it copied;
 - c. to report the loss of a key to *Facilities Management* without delay;
 - d. upon leaving the employment relationship (or termination of employment), to return the key they have received without being prompted and without delay.
4. In the event of loss as a result of intent or gross negligence, the person responsible for the loss has to pay the costs involved in creating duplicate keys, to be arranged exclusively by *Facilities Management*, as well as any associated costs arising from the need to modify the locking system.
5. The above provisions also apply to any key-like locking devices (e.g. magnetic cards, etc.). Appropriate security deposits may also be charged for this purpose.

(5) Use of information spaces

1. Notices may only be posted on the notice boards designated for this purpose with the prior approval of the respective authorised user.
2. To post notices in areas other than those allocated to individual organisational units, it is only permitted to use the University's own poster stands. Prior to being displayed, posters must be submitted to the Rector or a person authorised by the Rector for approval. Notices that do not bear a validation mark are immediately removed by *Facilities Management*.
3. Liability for any damage in connection with the unauthorised placement of posters, notices, etc. is subject to the provisions of the General Civil Code.

(6) Traffic and car parks

Parking of multi-lane motor vehicles and single-lane vehicles is only permitted in accordance with the parking regulations of the University of Klagenfurt.

(7) Third-party inventory

1. The *Bursar's Office* must be notified immediately in writing of any third-party inventory brought onto the premises, stating the common trade name. The use of privately owned heating appliances is prohibited without exception.
2. No liability is accepted for theft or damage to third-party inventory.

(8) Use of rooms, inventory and equipment

1. All university employees have the right to use the rooms, inventory items and equipment assigned to the respective organisational unit as part of their official duties.
2. The use of lecture halls, classrooms and seminar rooms is only permitted within the scope of the room schedule. Changes or additional requirements must be communicated to the *Admissions and Examinations Office/Lecture Hall Management* in good time.
3. Before using the facilities and equipment in the lecture theatres and classrooms, users must undergo prior instruction by *Facilities Management*.

4. The use of equipment and facilities by students is only permitted within the context of courses under the supervision of the course instructor or after separate approval by the head of the respective organisational unit.
5. The use of properties, rooms and equipment by third parties for commercial purposes is not permitted. This does not apply to the provision of food, beverages, writing materials and teaching aids to members of the University.

(8a) Bringing dogs to the university

1. Dogs must be kept on a lead or fitted with a muzzle **throughout the university campus**. Dogs (excluding service dogs and partner dogs) are not permitted in the **university buildings**. However, university employees may be granted authorisation by way of exception under the following conditions:
 - a. Permission can be granted by the university management and by the head of the organisational unit concerned, provided that prior consent is also obtained from other university employees who (jointly) use the premises in question;
 - b. Proof of dog liability insurance;
 - c. Dogs must be kept on a lead and fitted with a muzzle and must be handled with the greatest possible consideration for all persons on university premises;
 - d. Dogs are not permitted at public events (courses, lectures and the like) or in rooms where meetings, discussions or consultation hours are held;
 - e. Dog owners are responsible for the proper care and custody of the dog and must ensure that any damage to property and any danger or nuisance to other university members and visitors is excluded, in particular with regard to the avoidance of injury from bites due to territorial behaviour and noise nuisance caused by barking;
 - f. Any soiling by dogs must be avoided and, if necessary, removed immediately by the dog owner;
 - g. Walking dogs outdoors is only permitted outside of working hours.
2. Any permission granted must be clearly displayed by affixing the AAU dog tag issued to the animal's collar. The permission granted can be revoked by the university management at any time.

(9) Events that are not part of regular degree programmes

1. The use of rooms or lecture halls for any events and promotional activities that are not part of regular degree programmes is generally subject to approval by the Rector. Applications must be submitted to the *Admissions and Examination Office/Lecture Hall Management* using the fully and truthfully completed form 'Application for authorisation to use university premises' ["Ansuchen um Bewilligung zur Benützung von Universitätsräumlichkeiten"] no later than 4 weeks before the event or promotional activity.
2. The teaching and research duties to be carried out by the University of Klagenfurt have priority when considering applications for the use of rooms or lecture halls by non-members of the University.
3. A fee must be paid for events or promotional activities as per item 1. The fee is based on guidelines issued by the Rectorate and published in the University Bulletin.
4. In the case of events or promotional activities that serve the educational purposes associated with the specific mission of the University of Klagenfurt, the fee may be waived in whole or in part. The decision in this regard is at the discretion of the Rector.
5. The fee covers the rental and operating costs of the premises used along with the standard equipment provided for this purpose. The costs of average electricity consumption (= electricity consumption caused by the standard equipment supplied in the room) and heating costs are included in the fee. Increased electricity consumption due to any additional devices used must be paid for separately by the user. All equipment, aids, furniture, etc. that are not part of the standard equipment of the rooms as well as additional deployment of technicians, in-house professionals, cleaning and security staff will be invoiced. If personnel are deployed at weekends and on public holidays, corresponding supplementary

charges will be invoiced. Further information can be found in the form 'Application for authorisation to use university premises'.

6. In addition, the organiser may be required to pay an appropriate deposit to indemnify against any claims for damages caused by the event or promotional activity. The decision in this regard is at the discretion of the Rector.
7. In addition to the provisions of the House Rules and Use Policy, the organiser is required to comply with any official regulations. Should the University of Klagenfurt be held liable by a third party in this regard, it shall be indemnified and held harmless by the organiser.
8. The organiser undertakes to take the greatest possible care of the premises and inventory provided and is liable to the University of Klagenfurt for any damage caused by the event/ promotional activity or by participants.
9. Use of the premises that does not comply with the terms of the use agreement and breaches of the House Rules and Use Policy will result in the withdrawal of the authorisation to use the premises and will be duly noted in any future applications for the use of university premises.

(10) Restrictions and bans on use

1. In the interest of orderly operations, restrictions on use may be imposed:
 - a) by the Rectorate for the entire domain of the University of Klagenfurt, if there is a threat to security and order,
 - b) by the heads of the organisational units in their respective areas if warnings for violations of the House Rules and Use Policy have not been effective,
 - c) by the lecturer in charge of a course or other event in case of overcrowding in a lecture hall or seminar room in view of the requisite safety and order,
 - d) by the Austrian National Union of Students at the University of Klagenfurt in respect of its premises.
2. In the cases listed under 1 lit. b) - d), the party issuing the instruction must notify the Rectorate of any restrictions on use.
3. In the event of serious or repeated violations of the House Rules and Use Policy, persons (with the exception of members of the University pursuant to Section 94 (2) and (3) UG) may be temporarily or permanently excluded from the use of premises, grounds and/or services by the Rectorate. Furthermore, the Rectorate may issue a temporary or permanent ban from the premises in particularly serious cases.

(10a) Teaching courses and conducting examinations

1. Teachers, students, and participants in a course or examination treat one another with respect and consideration, and they particularly uphold academic freedom and freedom of expression as the foundation of a democratic society. They observe the boundaries set by the legal system, especially the prohibition of direct or indirect discrimination based on gender, ethnicity, religion or belief, age, or sexual orientation. They refrain from any behaviour that undermines a person's dignity or is unwanted, inappropriate, degrading, insulting, or offensive to the affected individual (see Section 3 (5) lit. b).
2. If teaching staff become aware of violations of these provisions, or instances of sexism or sexual harassment, they are required to issue a warning in the first instance. In serious cases, or in cases of repeated offences, the individual concerned should be asked to leave the room, and in the event of further non-compliance, may be temporarily excluded from participating in the course. If the person poses a danger to themselves or others, they must be asked to leave the university premises. The security staff may be called upon to enforce this order.
3. To ensure the proper, unobstructed, and orderly conduct of a written examination, the instructions of the invigilators (academic supervisors and other staff responsible for supervision) regarding seat allocations and seating arrangements must be followed. If these

instructions are not complied with, despite a request to do so, the invigilators are authorised to exclude the participant from the examination and ask them to leave the room, if necessary, with the assistance of security staff.

4. If courses or examinations are disrupted to the extent that their continuation becomes impossible or unreasonable for the teaching staff, the course session or examination may be suspended. If needed, security staff or, if necessary, the police, should be contacted.
5. If courses or examinations are held via teleconference, students or participants may, following a prior warning and applying the aforementioned provisions accordingly, be temporarily excluded from further participation, and/or the course session may be terminated.

(11) Enforcement

The Rectorate is responsible for enforcing the House Rules and Use Policy, in particular for monitoring the maintenance of safety and order. The heads of the organisational units are responsible for enforcing the House Rules and Use Policy in their respective areas of responsibility. In the event of imminent danger, every user of the University of Klagenfurt is authorised and obliged to take measures that are deemed appropriate to avert danger and damage to the University.

(12) First aid in the event of accidents

1. If first aid is required in the event of an accident, etc., the emergency services and the porter must be informed immediately. In addition, in the event of suspected criminal offences, the police must be informed at the same time as the Rectorate.
2. A fully equipped first aid kit is available in the porter's lodge in the Main Building to treat minor injuries.

(13) Liability for damages

With regard to liability for damages, the following apply in particular:

- a) for university employees, the Corporate Liability Act, Federal Law Gazette No. 181/1967 as amended, and the Employee Liability Act, Federal Law Gazette No. 80/1965 as amended;
- b) for other users, the general provisions of the Austrian Tort Law (Sections 1293 et seq. ABGB).

(14) Service Building

The provisions of the House Rules and Use Policy apply to all tenants and users of the Service Building. In addition, the following must be observed:

- a) if the average outside temperature is below 18 degrees Celsius during the day, all external doors must be kept closed;
- b) Tenants and users must behave in a collegial manner appropriate to university and business operations. In particular, care must be taken to ensure that no noise emanates from the premises that is perceived as disturbing by other tenants and users;
- c) the rented premises may only be used for the purposes specified in the rental agreement. It is hereby established that private events, events for which an entrance fee is charged, musical performances and/or other events of a cultural or social nature require authorisation from the University in any case;
- d) The tenants of the Service Building are responsible for the behaviour of the persons occupying the rented rooms;
- e) Any restrictions on use or house bans imposed by the University in accordance with Section 10 (3) must be observed by all tenants.

(15) Entry into force

1. The House Rules and Use Policy shall enter into force as a directive issued by the Rectorate on the day following publication in the Bulletin of the University of Klagenfurt. The House Rules and Use Policy published in the University Bulletin on 17 October 2007, Issue 2, No. 14.2, shall consequently no longer apply.
2. The amendment to the House Rules and Use Policy, published in the University Bulletin dated 4 December 2013, Issue 5, No. 36.1, shall enter into force on the day following its publication.
3. The amendment to the House Rules and Use Policy, published in the University Bulletin dated 20 July 2016, Issue 23, No. 128, shall enter into force on the day following its publication.
4. The amendment to the House Rules and Use Policy, published in the University Bulletin dated 2 October 2024, Issue 1, No. 1.2, shall enter into force on the day following its publication.
5. The amendment to the House Rules and Use Policy, published in the University Bulletin dated 29 November 2024, Issue 5, No. 34.1, shall enter into force on the day following its publication.