

# Rules and Regulations (House Rules) of Sigmund Freud University (SFU)

## § 1 Regulatory content and scope

- (1) The SFU house rules contain regulations
  - a. for the use of properties, buildings and rooms rented by Sigmund Freud University (SFU) for the fulfilment of its tasks or owned by it, and
  - b. for the use and operation of the equipment and material resources owned by or made available for use by the SFU
  - c. by members of the SFU as well as by external persons.
- (2) The provisions of these house rules shall be observed by all members of the SFU and external persons using these properties, buildings, rooms, equipment and material resources.

## § 2 Opening hours

- (1) The opening hours of the SFU buildings shall be determined by the Rectorate. Different opening hours may be set for different buildings.
- (2) Unless other regulations exist - in particular for times when classes and lectures are not being held - the SFU buildings are open as follows:
  - a. Freudplatz 1, 1020 Vienna:

Monday to Friday	08.00 h - 20.00 h
Saturday	08.00 h - 20.00 h
  - b. Freudplatz 3, 1020 Vienna:

Monday to Friday	08.00 h - 20.00 h
Saturday	Only open for events according to the course catalogue
- (3) Deviating regulations regarding opening hours, in particular during periods without lectures or classes, are to be announced by e-mail or via the student administration system.
- (4) If, in individual cases, the holding of courses, examinations, academic events, academic celebrations or other events require that buildings are kept open at times other than those specified, the event leader shall submit this in writing to the Rectorate for approval. The costs for the extraordinary or extended opening hours outside of the study program within the framework of the regular studies of the private university shall be borne by the party responsible.

### **§ 3 Locking and issuing keys**

- (1) In principle, all buildings are to be kept locked outside opening hours.
- (2) When leaving the rooms, the users are obliged to lock the rooms if unsupervised access for strangers is possible.
- (3) Keys are only issued to members of the SFU after approval by the Rectorate. Both the receipt and the return of the key must be recorded on a form and confirmed by the authorised person's handwritten signature. By signing the form, the user commits himself/herself:
  - a. under no circumstances to hand over keys received to third parties
  - b. not to make or have made a duplicate of the key
  - c. in case of loss of the key, to report the loss immediately to the SFU
  - d. to pay a deposit, if any
  - e. upon leaving the employment relationship or upon termination of the employment, the key(s) received shall be returned without request and without delay to the office that issued the key(s).

### **§ 4 General Rules of Use**

- (1) The authorised users of SFU are obliged to cooperate in ensuring that the private university can fulfil its tasks as efficiently as possible.
- (2) Land, buildings and premises are to be used primarily for the purposes of the SFU in teaching, research and administration. The use must be in accordance with the legal regulations (employee protection regulations, building regulations, official requirements, fire protection regulations, etc.). Rooms may only be occupied by the number of persons specified by the authorities. For those rooms for which there are no official requirements, the maximum number of occupants is to be determined by the Rectorate, taking into account the legal regulations (building regulations, event law, etc.).
- (3) All buildings, premises, equipment and material resources owned by the SFU or made available to the SFU for use shall be used with the greatest possible care for their substance and with due regard for economical, sustainable and resource-conserving use. In particular, when leaving the premises of the SFU, care shall be taken that
  - a. all windows closed and
  - b. all electrical appliances and light sources are switched off, provided this does not impair the intended use.
- (4) All users of the SFU's facilities are obliged to ensure that damage of all kinds, in particular through fire, theft or damage to property, is prevented and that equipment and technical facilities are used carefully and properly. Obvious defects and damage to buildings, rooms, equipment, etc. must be reported by each member to the SFU's Facility Management Department.
- (5) In particular, refrain from:

- a. Any pollution of the SFU premises
  - b. Smoking on the premises of the SFU
  - c. Endangering oneself or others through the use of alcohol, medicines or narcotic drugs on the premises of the SFU.
  - d. The removal and putting out of operation as well as the arbitrary modification or conversion of protective devices, unless this is absolutely necessary for work-related reasons, in particular for carrying out adjustment, repair or maintenance work.
  - e. Any unauthorised modification to structural and technical facilities.
  - f. The removal of or damage to signs relating to security and order (marking of security installations, emergency exits, etc.) or their obliteration
  - g. The bringing of animals of any kind onto SFU premises. The following regulation applies to dogs: In the Freudplatz 1 building, dogs are allowed to be taken along; in the Freudplatz 3 building, only assistance dogs are allowed to be taken along when on duty.
  - h. The making of film and sound recordings for commercial purposes without the permission of the rectorate.
  - i. Bringing dangerous objects of any kind, such as in particular weapons, knives, etc., onto the premises of the SFU.
  - j. Any behaviour likely to disrupt the order and security and the reputation of the SFU
  - k. Moving around on bicycles, inline skates, skateboards, roller skates, scooters, etc. on the premises of the SFU.
  - l. The conduct of sales transactions and other distribution of goods for profit without the approval of the rectorate.
  - m. Making unnecessary noise that disturbs the orderly operation of the SFU and violating public decency.
- (6) All users of the land, buildings and rooms of SFU shall be liable for any damage to the facilities of the private university culpably caused by them in accordance with the provisions of civil law.
- (7) Announcements, publications and posters at SFU require the approval of the SFU Rectorate. They must be provided with an imprint and may only be displayed on areas designated for this purpose. The content must not incite to prohibited or punishable behaviour and must not offend common decency. Announcements, publications and posters not approved by the Rectorate or affixed to areas not intended for this purpose will be removed at the Rectorate's expense. Liability for any damage shall be assumed in accordance with the provisions of the General Civil Code (ABGB) as amended.
- (8) Emergency exits and fire brigade access routes must be kept clear at all times.
- (9) The installation and erection of equipment, components, posters, roll-ups, etc. is only permitted in compliance with specified fire protection requirements and if emergency exits are kept clear.

## **§ 5 Rules of use for non-members of the SFU**

- (1) The Rectorate may make the use of the SFU's land, buildings and rooms available to non-affiliates of the SFU for the holding of events, subject to the reimbursement of staff and material costs. The corresponding cost reimbursements shall be determined by the Rectorate.
- (2) The organiser shall be responsible for the proper implementation of the event in compliance with all applicable legal provisions (in particular the Event Act, the security police regulations and the house rules). For this purpose, a representative must be named for the duration of the entire event, who is responsible on site for compliance with all regulations and safety rules. The organiser shall be liable for all damage caused by the holding of the event.
- (3) At external events, the SFU accepts no responsibility for lost equipment or valuables.

## **§ 6 Regulations on the Use of Equipment and Technical Facilities**

- (1) The use or loan of the equipment and technical facilities assigned to the SFU for teaching, research and administration is primarily granted to members of the SFU. The use or loan of such equipment and technical facilities may, upon request, also be granted to non-members of the SFU for an appropriate fee, provided that the proper fulfilment of teaching and research or administrative tasks is not impaired. If necessary, the right to use the facilities may be subject to the payment of a deposit. The use or borrowing by non-members of the SFU must be documented.
- (2) The installation and operation of private electrical appliances such as heaters, refrigerators, etc. in SFU workrooms is not permitted, subject to approval by the Rectorate. The approval (or prohibition) shall be based on the structural, technical and budgetary requirements as well as the provisions of occupational health and safety law and environmental law and the provisions of the building regulations.

## **§ 7 Fire Protection**

In the event of a fire, proceed in accordance with the fire protection regulations or call the Fire Department (emergency number 122). When the operating alarm activates (see Emergency and Crisis Regulations), the premises must be evacuated along the prescribed emergency exits. More detailed instructions can be found in the fire protection regulations and the emergency and crisis regulations.

## **§ 8 Academic Celebrations**

- (1) Academic celebrations may only be held by order or with the permission of the SFU Rectorate.
- (2) Access to academic celebrations is generally public. If there is a risk of overcrowding the space provided for the academic celebration, a restriction must be imposed on a case-by-case basis.

- (3) Private picture and sound recordings during the festivities are generally permitted if they do not disrupt the course of the event.
- (4) Participants in the academic ceremony must follow the instructions of the SFU staff or the stewards appointed by the Rectorate.

### **§ 9 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 observed:
  - a. Members of the SFU who violate the provisions of these house rules to a minor extent shall be admonished by their direct superior or by the respective head of the course, or secondarily by the respective head of the degree program. Minor violations of the provisions of these house rules by non-members of the SFU shall be brought to the attention of the Rectorate of the SFU, which shall issue a warning if necessary.
  - b. In the event of repeated and/or serious violations of the house rules by members of the SFU, a report must be made immediately to the directly superior office and the Rectorate of the SFU. A serious violation is understood to mean, in particular, unlawful behaviour. Repeated and/or serious violations of the house rules may result in disciplinary consequences or exclusion from studies. In the event of repeated and/or serious violations of the house rules by non-members of the SFU, the Rectorate of the SFU may temporarily or completely exclude them from further use of the SFU facilities.
- (2) Damages caused by violations of the house rules may result in liability for damages, in particular according to the provisions of the Austrian Civil Code (ABGB) as amended.
- (3) In order to prevent (further) disturbances of property by non-affiliates of the SFU, the Rectorate of the SFU may prohibit the person concerned from entering the entire premises of the SFU in the future (house ban). This provision shall apply mutatis mutandis in particular to former employees and former students after the termination of a service or training contract if it is to be feared that the presence of the person concerned is associated with a risk to employees and/or students of the SFU and/or external persons or irreparable damage to the environment and/or reputation of the SFU.
- (4) In case of imminent danger (in particular in case of danger of committing criminal offences or in case of behaviour endangering security and order), which requires immediate measures to avert danger, the police authorities are to be informed and requested to take appropriate measures. The SFU Rectorate and the Crisis Management are to be informed of this measure immediately.
- (5) All alleged unlawful and culpable acts in the environment of the SFU, which arouse the suspicion of constituting the realisation of a judicially punishable offence within the meaning of the Criminal Code (Strafgesetzbuch, StGB) or criminal ancillary laws as amended from time to time, shall be reported to the Rectorate of the SFU, which, after examining the facts, shall file a report with the Public Prosecutor's Office if necessary.

**§ 10 Final provisions and validity of the house rules**

- (1) The enforcement of the house rules is the responsibility of the Rector.
- (2) Changes to the house rules must be made in writing and are the sole responsibility of the SFU Rectorate.
- (3) These house rules and any amendments thereto shall come into force at the end of the day on which they are published on the SFU website, unless a different date is specified.