

RULES & REGULATIONS
AT THE
JOHANNES KEPLER
UNIVERSITY LINZ

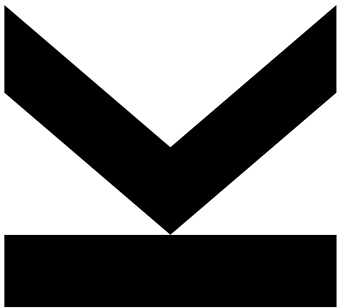


TABLE OF CONTENTS

§ 1 General Objectives.....	3
§ 2 The Designation of Land, Buildings and Rooms.....	3
§ 3 Scope of Application	3
§ 4 University Hours.....	3
§ 5 Administrative Office Hours	4
§ 6 Postings, Notices, and Posters.....	4
§ 7 Building Security, Issuing Keys and Keycard Access, etc.....	5
§ 8 Responsibilities by the Department of Facilities Management.....	6
§ 9 General Rules of Conduct and Regulations.....	7
§ 9a Requirement to Wear a Face Covering/Face Mask	9
§ 10 Commencement Ceremonies.....	10
§ 11 Conducting Classes and Examinations	10
§ 12 Use of Resources in Research and Education	11
§ 13 Utilizing Resources for Other Activities.....	11
§ 14 Events Organized by University Employees	12
§ 15 Use of Resources by External Parties	13
§ 16 Fees and Reimbursement	13
§ 17 Waste Management	13
§ 18 Pet Ban	14
§ 19 Penalties for Infringement of University Rules & Regulations	14
§ 20 Concluding Provisions, Enforcement and Date of Validity	15

§ 1 General Objectives

- (1) These rules and regulations serve to ensure the safety, welfare, and security of the Johannes Kepler University Linz (JKU). In particular, they shall enable and facilitate the correct and proper conduct of duties and responsibilities required by the universities.
- (2) Heads of university facilities that handle hazardous materials (i.e., materials hazardous in regard to radiation, chemical substances) are required to draft and adopt special terms of use taking corresponding laws and regulations into account (i.e., the Radiation Protection Act, the Employee Protection Act, Rules & Regulations for the Use of Chemicals, etc.). They must also ensure compliance with corresponding legal and statutory directives in their respective areas of responsibility.

§ 2 The Designation of Land, Buildings and Rooms

- (1) The JKU has leased the land, buildings and rooms required to fulfill its duties, tasks and responsibilities primarily from the *Bundesimmobiliengesellschaft* (BIG) and other parties.
- (2) The Rectorate is responsible for any appropriation of land, buildings and rooms leased or owned by JKU, particularly allocation to the individual departments for use, as well as revoking allocation. Designating buildings and/or rooms does not constitute any claim to a specific purpose or for allocation.
- (3) The Rectorate will address any substantiated requests to allocate or change the designated purpose of previously allocated land, rooms or buildings. If necessary, after hearing the parties involved, the Rectorate may decide on its own accord to change the designated purpose or revoke existing allocation.
- (4) Members of the Rectorate and/or the head of Operations Management may inspect the use of spaces and facilities at any time in accordance with their designated purpose(s). Those tasked with conducting an evaluation of this kind are to be granted access to all spaces and rooms upon request once they have been authorized. The same applies to management at the Office for Employee Protection and Safety as well as to designated safety officers and fire prevention officers, if deemed necessary in order to ensure public safety and good order.

§ 3 Scope of Application

These university rules and regulations apply to all land, buildings, rooms, and other resources available for use by the JKU. Rules and regulations also apply to use of off-campus rooms and facilities rented by the JKU, unless the following conditions - or the nature of the matter - stipulate otherwise.

§ 4 University Hours

- (1) The buildings, with the exception of Schloss Auhof, are open at each main entrance during the following times:

Monday to Friday between 6.00 AM and 22.30 PM

Schloss Auhof is open Monday to Thursday between 7:30 AM and 5:30 PM, and Friday between 7:30 AM and 3 PM. Office hours for buildings located off of the JKU campus are regulated by the rules and regulations that apply to these buildings and are to be communicated accordingly by the respective department heads housed therein.

- (2) If, in individual cases, holding courses and examinations in the context of the courses offered by the JKU, academic/scientific events, academic ceremonies, and other approved events by university employees or external parties requires that the entrances to individual buildings be kept open during times other than those specified in para. 1, the respective event organizer must notify the Department of Facilities Management (Central Services) in writing in a timely manner.
- (3) Aside from circumstances as outlined in para. 2, only those employed, teaching or in an academic connection to JKU, as well as authorized officials in the JKU Student Union are permitted to be in JKU buildings outside of the designated office hours in order to fulfill work and/or management responsibilities as mentioned in para. 1. The same applies to those employed by a company or institution to which JKU has leased rooms on campus. Time spent on campus outside of the designated office hours is to be limited to areas in which utilization is absolutely necessary in order to fulfill duties and responsibilities. Individuals who do not fall in the description of the above-mentioned group are only permitted to be on campus outside of official office hours if accompanied by an authorized person or if the visit has been approved by the Rectorate based on a well-grounded application.
- (4) Everyone present in buildings and rooms at the JKU must identify themselves by presenting a photo ID upon request of JKU employees responsible supervising and managing buildings.

§ 5 Administrative Office Hours

- (1) All university department heads at the JKU are required to specify reasonable and regular times to communicate with the public and display these hours clearly visible in the respective entrances to the relevant departments or next to the entrances to relevant workrooms and publish these hours on the university/institute homepage.
- (2) In accordance with Para. 1, each department head is required to communicate any changes of published office hours and/or suspensions of public access in lieu of already published hours in a timely manner. In the second case, notification must include information stating when the regular office hours are expected to resume as well as which other department can be contacted as a substitute in order to provide information.

§ 6 Postings, Notices, and Posters

- (1) Postings and billboards are only permitted in designated posting areas and bulletin boards and in accordance with guidelines for the "Placement of Posters and Notices".
- (2) In accordance with the space available, bulletin boards can be assigned for use by election groups, academic associations, and other persons and/or organizations under the condition of terms of use. The right to revoke the use of the bulletin board at any time is acknowledged by signature.

- (3) Lockable display cases can be made available to interested parties for a fee. The duplicate keys for lockable display cases given to external parties are to be kept at the Department of Facilities Management.
- (4) The allocation of notice boards and bulletin boards shall be conducted by the office commissioned by the Rectorate to do so. When approving the types of allocation, the JKU's own interests will be given priority.
- (5) The Department of Facilities Management will label or mark notice boards and/or display cases for a fee.
- (6) The use and allocation of a notice board or display case will be revoked if continual misuse of the board or display case is determined (i.e. posting notices containing illegal, indecent content, content that is contrary to the university, offensive or contrary to the interests of JKU), or if the notice board or display case is obviously being unused for a longer period of time.
- (7) Announcements on notice boards must be approved by those responsible for the announcements (department heads, course instructors, student body members, etc.). The JKU assumes no responsibility for the unauthorized removal of notices by external parties or the unauthorized use of allocated notice boards by external parties.
- (8) Notices posted on openly accessible notice boards require a stamp of authorization/approval issued by Event Management. The Rectorate guidelines "*Anbringen von Plakaten und Aushängen*" specify the number of potential and available postings. A stamp of authorization/approval can be rejected if the notice or poster does not contain an imprint or contains unacceptable content as outlined in Paragraph 5. Event Management will issue and expiration date for each poster and/or notice.
- (9) Notices, signs and posters placed on surfaces not intended for this purpose (i.e. corridor doors, elevators, elevator doors) will be removed by Central Services employees. This also applies to notices, signs and posters that have not been authorized/approved (corresponding stamp will be issued). Notices in regard to classes offered at the JKU as part of its degree programs are exempt from the authorization/approval requirement.
- (10) Any written documents containing unlawful, immoral, offensive content and/or content in conflict with the JKU's interests will be removed by responsible employees at Central Services.

§ 7 Building Security, Issuing Keys and Keycard Access, etc.

- (1) Those actively employed at the JKU, contract employees, senior officials at the JKU Student Union and its secretarial staff are authorized to receive a key or keycard authorization to access the workplace. The transfer of keys or keycards to other individuals requires approval by the Rectorate or individual department heads as part of their own area(s) of responsibility and in case of the latter, is subject to their responsibility.
- (2) Inside of each individual building, those using a room he/she/they is authorized to access must lock the room when it is not in use and keep it locked, providing no other individual is present in that particular room.

- (3) Cleaning personnel will be granted daily access to buildings and rooms at the JKU between Monday and Saturday (except on Sundays and holidays) to clean, and will be provided with the key or keycard account as it pertains to their respective areas of responsibility.
- (4) The Department of Facilities Management has been instructed to issue/release as many keys or keycards needed for each department for the number of employees working at that department. Additional keys or keycards will only be issued upon approval by the responsible department based a well-grounded application. The department heads are responsible for issuing and revoking keys, cancelling keycard activation, and/or canceling card authorization as it falls within their area of responsibility.
- (5) If terminating active employment at the university, the key and/or access card assigned to that individual must be returned to the head of the department. If the department head leaves active employment at the university, he/she/they must return the key/card to the Department of Facilities Management. If the key and/or card cannot be returned due to loss, any corresponding costs must be reimbursed.
- (6) Issuing group keys and/or activating groups of locks (i.e., locks for several rooms or the entire department) is only permitted on a limited basis and will be issued only if absolutely necessary.
- (7) The department heads must ensure that all keys/cards are kept in a safe place and must maintain records in regard to the distribution of keys and/or cards. In accordance with § 9 (11) of the University Rules & Regulations, department heads are liable for any damage incurred by the JKU as a result of keys/cards issued to unauthorized individuals or as a result of carelessly managing the distribution of keys/cards. The Department of Facilities Management is responsible for maintaining records pertaining to the number and proper functioning of keys and cards in circulation at the individual departments.
- (8) In the event a key or card is lost, a report of loss must be made to the Rectorate and to the police station. Issuing a duplicate is subject to presenting corresponding confirmation as issued by the police department and paying a fee to replace the key or card. If replacing a key cylinder is necessary, a request for cost reimbursement may be issued.
- (9) Replacing individual key cylinders is prohibited due to the effect on the central locking system. If, in individual cases, installing additional key cylinders is required for security reasons, this is to be carried out by the Department of Facilities Management, taking the central locking system into account.
- (10) If keys and/or cards are misused in any way, use of these keys/cards may be suspended for a specified or indefinite period of time by the respective department head or by an executive decision issued by the Rectorate. Central Services will be informed in writing of any restrictions on the use of keys or cards by certain members of the departments concerned.

§ 8 Responsibilities by the Department of Facilities Management

- (1) JKU campus buildings are monitored and secured during the day and during the night by employees at the Department of Facilities Management or members of externally hired

security companies. In regard to requests for special surveillance of rooms/areas, department heads are asked to contact the Department of Facilities Management.

- (2) Employees at the Department of Facilities Management tasked with monitoring the JKU campus are to be given access to all rooms and areas in order to perform their monitoring and inspecting responsibilities. In the event of any infractions or misconduct, the head of the respective department will be contacted and informed.
- (3) Outside of university operating hours (as outlined in § 4 Para. 1), employees at the Department of Facilities Management (maintenance and cleaning staff in particular) must keep all building entrances and indoor room doors locked and keep these entrances locked unless in use by authorized individuals.
- (4) Employees at the Department of Facilities Management (maintenance and cleaning staff in particular) have the right and responsibility to question unfamiliar individuals, particularly if equipment or other objects are being transported during evening hours, to inquire about their position and function at the JKU and/or request ID and, if necessary, record the information in the service book.
- (5) Employees at the Department of Facilities Management (maintenance and cleaning staff in particular) are to make note and record any suspicious objects in the buildings and on the JKU premises in the service book and report this immediately to the head of the Department of Facilities Management or the head of Operations Management. In the event of any urgent or imminent threat, responsible JKU officials will take all necessary measures in accordance with standing instructions.
- (6) Employees at the Department of Facilities Management (maintenance and cleaning staff in particular) must ensure that the lighting in all of the buildings and at the university campus are switched on in due time, depending on the lighting conditions and requirements.
- (7) The boards containing building keys are to be monitored at all times. Whenever a key is issued, in-house services must make a note in the key book. Keys for individual departments may only be made available to individuals at this department who are either known/familiar or can identify themselves accordingly. Maintenance and housekeeping staff may not give students access to any room at the department without written permission by the respective department head, even if the student is writing a thesis or dissertation at the institute. If maintenance and housekeeping staff has reservations or doubts about authorized access, access is to be denied.

§ 9 General Rules of Conduct and Regulations

- (1) The entire grounds and buildings at the JKU are to be used with the utmost regard for all of the buildings and the premises, facilities and the other assets and in regard to economically conserving energy. All university employees are required to do what is deemed essential to this end. Each university employee is required to report any apparent malfunctions and/or damage to buildings, installations, facilities, equipment, etc. to the Department of Facilities Management.
- (2) The following is prohibited:
 1. Any activity related to political parties in the form of speech and/or writing, aside from the rights granted by the University Students' Union Act, the Employee Representation Act, and the Labor

Constitution Act, during specified election campaigning periods as well as at events whose party-political related content has been stated and approved by the Rectorate.

2. Any advertising during courses, in lecture halls, in classrooms, and/or in other rooms used exclusively for teaching purposes.
 3. Activities of a religious nature with the exception of legally recognized churches and religious communities as well as registered denominations after prior approval has given by the Rectorate.
 4. Conducting sales transactions and/or distributing goods, except in areas designated for this purpose, or based on a permit as issued by the Rectorate.
 5. Conducting or asking for collections/donations of any kind, aside from those for charitable purposes and provided these are approved by the Rectorate in advance.
 6. Distributing flyers, posting notices and posters contrary to provisions as outlined in § 6 of the University Rules & Regulations.
 7. Using personal network-dependent electrical appliances without permission issued by the Rectorate or by a person authorized by the Rectorate, with the exception of laptops, radios and chargers for PDAs, mobile phones, etc., is prohibited.
 8. Smoking outside of designated smoking areas (in accordance with the Tobacco Act) as well as in employee workspaces.
 9. Driving on university premises with the exception of the essential delivery services, cyclists, motor vehicles that have been given special permission.
 10. Bringing animals, aside from guide dogs and comfort animals (medical confirmation required).
 11. Polluting the premises and the JKU premises.
 12. Film and sound recordings for commercial purposes and/or conducting interviews without permission by the Rectorate.
 13. Carrying any firearms (with the exception of public security officials and those authorized by the Rectorate, i.e. external security services, night guards).
 14. Any unauthorized alteration to switch boxes, structural and other general technical equipment, and/or removing, disabling and/or arbitrarily altering or moving any safety equipment.
 15. Removing, damaging or concealing any signs pertaining to safety and public order, as well as removing any signs and directional signs (identifying safety facilities, escape routes, etc.).
 16. Using sports and recreational equipment of any kind (skateboards, etc.) on university grounds, with the exception of bicycle access to the workplace.
 17. Any conduct or behavior that is likely to disturb the peace, public order, well-being, and safety of the university campus.
- (3) Within the context of outlined responsibilities and scope of activities, university employees are to independently take all action and steps necessary to ensure seamless and efficient operations, particularly in regard to activities related to teaching and conducting research.
- (4) University employees are required to inform the Rectorate or the Head of Operations Management in the event of any special or unusual occurrences. This applies in particular to:
1. Unusual incidents or activity (i.e. thefts, burglaries, damage, etc.)
 2. Any violation of the university rules & regulations and/or fire safety regulations, if, as a result, safety measures are required in order to prevent damage, or if there is a risk implementing criminal sanctions;
 3. Student-involved accidents
- (5) All university employees are required to cooperate fully in any investigation to clarify a matter or situation, particularly if in violation of any of the university rules & regulations.

- (6) All official stipulations and permits to use respective buildings and premises as well as regulations to use respective areas are to be observed. Processing official procedures is to be exclusively the Rectorate's responsibility.
- (7) Department heads are responsible for ensuring that all safety evacuation routes and exits (all of which serve to ensure safety and order) remain unobstructed in areas allocated to the respective department.
- (8) Department heads are responsible for ensuring the proper use of JKU facilities in their respective areas of activity as well as for keeping records of - and safeguarding - all inventory allocated to the departments.
- (9) In the event of theft due to violating § 7, the officials responsible are to be held liable in accordance with § 9 Para. 11.
- (10) In support of enforcing university rules & regulations, orders issued by the responsible officials are to be complied with immediately. If those using JKU facilities are discovered by responsible officials to be in obvious violation of the university rules & regulations, the former must present ID upon request. The responsible employees are also required to provide identification upon request. The Rectorate is to be informed of the event(s) in writing.
- (11) All windows must be closed when leaving rooms for a longer period of time.
- (12) In accordance with stipulations under civil law, university employees and other visitors (guests, employees as part of contracting parties, others present with or without the will of JKU) using resources at the JKU are liable for any damages culpably caused by them to JKU. In regard to employees, provisions under the Employee Liability Act or the Public Officers Liability Act shall apply.

§ 9a Requirement to Wear a Face Covering/Face Mask

- (1) In lieu of the COVID-19 pandemic, protective face coverings are to be worn throughout the university premises. Protective face covering must cover the mouth and nasal area well and serve as a barrier to any airborne droplet infection; an FFP2 or comparable protective face mask is recommended.
- (2) The requirement to wear a protective face covering according to para 1 does not apply to individuals who pose a low epidemiological risk (Austrian "3-G rule" in compliance with the second COVID-19 Reopening Ordinance, Federal Gazette II No. 278/2021 in the currently valid version: *vaccinated, tested or recovered*), as well as to children up to age 6.
- (3) As an exception to paragraphs 1 and 2, wearing an FFP2 or comparable protective mask is mandatory:
 1. In lieu para. 2, protective face coverings are to be worn when on university premises, particularly where there are administrative services and/or where there is heavy foot traffic, and if wearing a face covering is required as indicated by signs or information posted in front of or in the area(s);
 2. During courses for enrolled students and visiting students sitting in on classroom sessions;

3. During examinations – pertains to everyone aside from examiners and candidates during an oral examination.

§ 10 Commencement Ceremonies

- (1) Commencement ceremonies may be held exclusively by order or with approval by the Rectorate. The authorized Central Services department is to be responsible for organizing, announcing, and executing the ceremony. Regulations shall apply mutatis mutandis to academic ceremonies for post-graduate university programs.
- (2) Access to commencement ceremonies is generally open to the public. If necessary, the Rectorate may impose participation restrictions to invited guests and/or to university employees.
- (3) Those in attendance must may not be seated in designated areas reserved for specific groups of people and must comply with any instructions given by authorities in this regard.
- (4) Taking photos and filming during the ceremony is generally permitted; however, the Rectorate reserves the right to prohibit taking photos and filming if this disrupts the course of the event. In regard to taking photos or filming for commercial purposes, this is only permitted if the Rectorate has issued a corresponding order or has given permission to this effect.

§ 11 Conducting Classes and Examinations

- (1) In general, holding courses and examinations is regulated by the study provisions and guidelines.
- (2) Only JKU students and students at other universities are permitted to attend courses providing they are actively enrolled. If there is insufficient space available for all interested parties to attend, the course instructor shall limit attendance to students in that particular major. For safety reasons, the number of participants must to be limited to the maximum number of seats available
- (3) Course instructors and examiners are responsible for ensuring that all provisions as outlined in the university rules & regulations are observed during courses and examinations. Any violations of the university rules & regulations will result in action taken in accordance with § 19 and, if necessary, a report is to be submitted to the Rectorate.
- (4) Course instructors who have reserved any lecture halls and/or classrooms but do not use these rooms must notify the responsible Central Services department immediately. Failure to report the vacancy of these rooms will result in charges issued by the Rectorate to the responsible course instructors to cover any additional costs incurred by JKU due to culpable failure of reporting the vacancy of these rooms (i.e. renting them to external parties).
- (5) University employees and/or JKU students and students from other universities may only attend oral examinations providing they are actively employed/enrolled. In regard to space, attending an oral examination may be restricted to JKU students and/or to the respective degree program for which the examination is part of. Student body representatives, however, may not be excluded under any circumstances.
- (6) Bringing animals to classroom courses and/or examinations is prohibited in accordance with § 9 para. 2 line 10. Exceptions must be substantiated and supported by medical certification (i.e. guide dogs).

- (7) Recording a course (video and/or audio recordings) is only permitted with consent by the course instructor. Recording an examination (video and/or audio recordings) is only permitted with the consent by the examiner and the examination candidate as well as those present in the audience. Special needs for disabled individuals must be taken into account.

§ 12 Use of Resources in Research and Education

- (1) In general, the right to use rooms, facilities and other resources allocated to individual departments is generally reserved for employees allocated to the respective department within the scope of their official duties. In accordance with internal regulations (in particular, rules and regulations in regard to access and utilization by respective departments), faculty members, Diploma-degree students, doctoral candidates, and students have this right as part of courses and under the supervision of the course instructor, as well as to write academic papers as part of their degree program at the JKU and under the responsibility of the respective supervisor. This also applies to JKU employees in conjunction with projects in accordance with § 26 and § 27 of the Austrian Universities Act in association to stipulations in regard to reimbursement. The use of joint laboratories and facilities is to be regulated by mutual agreement between the departments concerned.
- (2) The extent to which non-university members may use resources for academic education and research at the individual department is to be determined on an individual basis. Non-university members may only use JKU resources and facilities providing
4. Any borrowed resources are returned to the JKU after use;
 5. the university employees working at the department are not hindered in their official duties or academic/scientific activities being conducted in the interest of the JKU (writing a Diploma degree thesis or dissertation, earning a post-doctoral qualification);
 6. educational activities are in no way impeded or restricted as a result;
 7. the safety regulations as outlined in the JKU statutes as well as in the institute regulations and other regulations pertaining to use are demonstrably acknowledged and complied with;
 8. it is acknowledged that the use of the resources is at the user's own risk, that warranty and damage claims against the JKU are excluded to the extent permitted by law, and that compensation is due in regard to any damage to used resources.
 9. the user possesses the knowledge, understanding and skills (technical knowledge) required to safely and carefully use equipment and other machines/devices;
 10. adequate safeguards are provided in the event of borrowing/lending costly resources;
 11. the recipients agree to comply with all rules and regulations in regard to use and safety, including the current university rules and regulations, acknowledging that the right given to them may be withdrawn at any time due to violating these rules and regulations, as well as violating points mentioned in Pts. 1 to 3;
 12. a fee to use the facilities is to be paid to the JKU in accordance with applicable SOPs.

§ 13 Utilizing Resources for Other Activities

- (1) In principle, university employees are to hold meetings, discussions, etc. in the rooms allocated to the department to which they belong.

- (2) If rooms outside of the employees' own department are required for meetings, discussions, other administrative tasks, etc., the department can send a request stating the purpose, etc., to the head of Operations Management; rooms will be allocated according to availability.

§ 14 Events Organized by University Employees

- (1) In addition to events outlined in the preceding paragraphs, JKU departments or JKU employees may hold events as well, in particular lectures, presentations, discussion forums, symposia and other events pertaining to topics in the scope of academic/scientific teaching and research, related cultural and socio-political issues, as well as events designed to serve and support educational and cultural purposes.
- (2) The departments and/or university employees, the JKU student body, electoral groups associated with the respective Works Councils and organizations in support of students' legal representation are entitled to hold events at the JKU as described in para. 1.
- (3) If additional rooms and other resources at the JKU are required to hold events as outlined in para. 1 and para. 2, organizers must submit an application to the Rectorate in a timely manner before the scheduled event date and specify the required resources. These applications are subject to approval in lieu of availability and with due regard to maintaining research and teaching operations. The Rectorate will decide on space allocation and the duration of use.
- (4) Failure to submit an application will result in losing the right to have event space allocated.
- (5) Events may be open to the public or restricted to attendance by a certain group of people. Event organizers must provide information as to whether or not an event is open to the public or restricted to a certain group of participants.
- (6) The Rectorate reserves the right to withhold event approval if the event content is considered to be illegal and/or immoral, or if holding the event conflicts with the JKU's interests.
- (7) If requesting the use of rooms for an event as specified under paragraphs 1 and 2, the application to the Rectorate must state whether or not these events will be held jointly with - or with the support of - an external partner. If so, the application must include the extent to which the external partners will provide financial support for the event, and/or whether or not any participant fees will be charged and if so, to what extent. The Rectorate shall render a decision in regard to any cost reimbursement for the use of rooms and other JKU resources as well as on the amount thereof.
- (8) The groups of persons mentioned in Para. 2 have the right to hold events and meetings that are not open to the public but rather pertain to internal matters and use rooms for this purpose (subject to availability) once the correct application has to be submitted to the head of Operations Management.
- (9) The event organizer must name an individual who will present during the event - or can be reached for the entire duration of the event - and who will be responsible for ensuring compliance with all rules and regulations as well as safety mandates.

§ 15 Use of Resources by External Parties

- (1) In principle, the JKU premises and its facilities as well as other resources are to be used to fulfil the university's duties, tasks, and responsibilities in accordance to sections 1 to 3 of the Austrian Universities Act.
- (2) The Rectorate may also permit external organizations, external companies, persons and groups of persons who are not members of or associated with the JKU, to use JKU properties, university facilities, rooms and other resources to hold events in exchange for payment and upon written application outlining the project and subject to availability. These events may not obstruct or impair teaching and research operations and/or go against the JKU's interests. The events concerned are to be academic/scientific in nature, or address corresponding cultural and socio-political issues or serve educational and cultural purposes. Events that could endanger safety and general order at the JKU or that go against the JKU's interests will not be approved.
- (3) Once events organized by external parties have been approved, the external organizer is responsible for compliance with assembly provisions as outlined by the police and for obtaining and fulfilling any official permits. If an event must be approved by the authorities, proof of approval must be provided prior to the event.
- (4) Central Services will be instructed to conclude a contract of use with the respective event organizers. Once approved by the Rectorate, the contract must also include cost reimbursement for use of JKU resources.
- (5) The organizer must designate and name an individual who can be present and/or available for the entire duration of the event and who is ultimately responsible for ensuring compliance to all rules, regulations, and safety protocols.

§ 16 Fees and Reimbursement

- (1) Providing stipulations foresee compensation or remuneration, in general, users must pay the designated fee to use JKU resources. In regard to legitimate and special cases - particularly if the event is (also) in the JKU's general interest or serves to fulfil its duties and responsibilities - the Rectorate may partially or fully waive the requirement to pay fees or reimburse costs.
- (2) The Rectorate will decide on and determine which organizers and/or events may be entitled to discount rates and on which conditions. Furthermore, the Rectorate will determine the fees and rates to use rooms, facilities, additional technical services and staff at Central Services. The parties concerned must be informed about the terms and conditions as well as the fees and rates; these are to be reviewed, assessed, and evaluated on an annual basis.

§ 17 Waste Management

- (1) The Department of Facilities Management serves as the central disposal point and is responsible for disposing of furnishings, equipment and other materials.
- (2) In regard to objects for disposal, both department heads of individual departments and course instructors are responsible for the correct and proper transfer to the Department of Facilities Management. In regard to disposing PCs and accessories (monitors, printers,

etc.) acquired through Information Management (Central Services), these are to be returned to Information Management in order to be forwarded to the Department of Facilities Management.

- (3) Only items and materials designated as property of the JKU may be transferred to central waste points.

§ 18 Pet Ban

- (1) There is general pet ban within all JKU buildings.
- (2) The ban excludes employees who require and are dependent on specially trained dogs to assist in and compensate for a disability and/or a pet that is needed for therapeutic purposes (medical confirmation is required), as well as employees who have been bringing their pet to the JKU in the past and can prove they have no means of alternative boarding or care options for the pet. After the death of any pet currently brought to the JKU that was (tacitly) tolerated at that time, bringing pets will then no longer be permitted. The pet owner must ensure that university employees, customers and visitors are neither endangered nor inconvenienced by the pet. Holding meetings, office hours and receiving individuals and customers in rooms where the pet is kept is not permitted.
- (3) Bringing dogs into the classroom during class or to meetings, discussions, lectures and other events - with the exception of absolute necessity in lieu of a disability – is explicitly prohibited.
- (4) Any external party from outside of the university entering the JKU campus with a pet must comply with all corresponding laws, rules, and regulations. Dog owners must keep dogs on a leash or muzzled and are required immediately remove and dispose of the dog's excrement on campus (§ 6 Upper Austrian Dog Control Act 2002). In the event of non-compliance with the regulations, the individual concerned may be banned from campus.

§ 19 Penalties for Infringement of University Rules & Regulations

- (1) Be advised that violating university rules and regulations may result in disciplinary action. Pending serious misconduct by external employees, the respective department head and/or respective event coordinator, or the Rectorate in a subsidiary capacity, will temporarily or entirely exclude the involved individual from further use of JKU facilities. The Rectorate reserves the right of declaring exclusion. Once the Rectorate has declared exclusion from the facilities, there is no right to appeal against the Rector's decision. Managers (heads of institutes and departments) and, in the event of teaching and/or other events, event managers are required to ensure compliance with the university rules and regulations.
- (2) In the event of impending threats that require immediate action in order to deter the threat (particularly intention to commit a criminal offence or impending conduct that jeopardizes safety and general order), notify the police and request that corresponding action be taken. The Rectorate and the head of Operations Management are to be informed of this measure immediately. If reasonable in terms of time, first contact the Rectorate or Operations Management to request police protection or assistance. Before calling authorities, the Rectorate or the head of Operations Management will assess the situation.

- (3) If classroom sessions are disrupted in such a way that it becomes impossible or unacceptable for the course instructor to continue holding class, the class may be interrupted for a certain period of time or - subject to approval of the Vice-Rector for Academic Affairs - discontinued.
- (4) Any and all unlawful and culpable acts giving rise to suspicion of committing an offense punishable under the terms of the Criminal Code is to be reported to the Public Prosecutor's Office by way of a report submitted by the Rectorate. The report must include a statement of the facts.
- (5) In order to prevent any further violation of property or property damage, the Rectorate may ban the individual concerned from coming on to university premises (or external premises rented by the JKU) in the future, particularly if the individual member is not associated with the university (house ban). The same applies in connection with a suspension, dismissal or immediate release from employment as part of dismissing a university employee and if it can be reasonably assumed that the individual's continued presence is likely to be a threat to the environment or cause irreparable damage to the JKU.

§ 20 Concluding Provisions, Enforcement and Date of Validity

- (1) Unless otherwise specified in certain individual cases, the Rectorate and the Head of Operations Management are to be responsible for implementing the university rules and regulations throughout the JKU and in regard to their respective scope(s) of activity. Insofar as certain matters are subject to the approval or decision by the Rectorate under the university rules and regulations, responsibility shall be governed by the Rectorate's rules of procedure and the rules of procedure that apply to Central Services.
- (2) The university rules and regulations, together with other regulations (i.e. fire safety regulations, parking regulations), guidelines and other procedural regulations, are to be made available to university employees via JKU intranet. New employees will be given with documentation of these rules and regulations. Along with other regulations and guidelines, the university rules and regulations, in as far as they apply to external employees, are to be made available to external employees on the JKU homepage.
- (3) The university rules and regulations were approved by the Rectorate during its 47th session on May 5, 2015. It was published in the JKU Bulletin on May 6, 2015, and was in effect on May 7, 2015. The formerly applicable university rules and regulations were thereby rendered invalid.
- (4) The amendment to introduce § 9a was approved by the Rectorate during its 28th session on May 12, 2020. It was published in the JKU Bulletin on May 13, 2020 and was in effect the day after the announcement.
- (5) The amendment of the university rules and regulations by repealing § 9a was approved by the Rectorate during its 31st session on June 2, 2020. It was published in the official bulletin on June 10, 2020 and was in effect beginning June 15, 2020.
- (6) The amendment to the university rules and regulations as outlined in § 19 was approved by the Rectorate during its 34th session on June 23, 2020. It was published in the official bulletin on June 24, 2020 and was in effect on the day after publication.
- (7) The amendment to the university rules and regulations by introducing § 9a was approved by the Rectorate in circular resolution on July 9, 2020. It was published in the official bulletin on July 9, 2020, and was in effect on the day after publication,

- (8) The amendment to the university rules and regulations as outlined in § 9a was approved by the Rectorate in circular resolution on October 30, 2020. It was published in the official bulletin on October 30, 2020, and was in effect on the day after publication.
- (9) The amendment to the university rules and regulations by a new version of § 9a was approved by the Rectorate in circular resolution on February 2, 2021. It was published in the official bulletin on February 3, 2021 and was in effect on the day after publication.
- (10) The amendment to the university rules and regulations as outlined in § 9a was approved by the Rectorate in circular resolution dated on September 7, 2021. It was published in the official bulletin on September 8, 2021 and was in effect beginning on the day after publication.