



**HOUSE RULES LEIDEN UNIVERSITY OF  
APPLIED SCIENCES**

*These regulations were adopted by the Executive Board on 11 July 2022. The Joint Meeting issued a positive recommendation on 5 July 2022.*

## **HOUSE RULES LEIDEN UNIVERSITY OF APPLIED SCIENCES**

### **Introduction**

In order to promote and maintain the right study, work and living climate, it is necessary to lay down a number of rules regarding the use of the buildings, grounds, amenities and facilities of Leiden University of Applied Sciences. We refer to these rules as 'house rules'. These rules have been established from the point of view of safety, maintaining good order and based on the idea that there are values and norms within Leiden University of Applied Sciences that everyone is expected to abide by.

All students, employees and visitors are required to adhere to the house rules and are expected to follow the orders and instructions given on the basis of these rules by those authorised to do so at Leiden University of Applied Sciences. The authorised persons are understood to include:

- concierges (recognisable by their clothing with the Leiden University of Applied Sciences logo) and security officers (recognisable by their uniform);
- desk employees (working at reception, service or media centre desks, among other places);
- members of the crisis team of Leiden University of Applied Sciences;
- company emergency response members (*BHV-ers, BedrijfsHulpVerleners*);
- in addition, students are also required to follow the orders and instructions of lecturers and educational support staff.

If the rules are not followed, measures (to maintain order) can be applied. These measures are included for students in the Leiden University of Applied Sciences Students' Charter, for employees in the CLA-HPE (CAO-HBO) and for third parties in the Dutch Civil Code.

If, due to personal circumstances, for example a disability or functional impairment, one or more of the house rules result(s) in hardship, a reasoned request for exemption may be submitted to the Executive Board.

A short and concise version of the house rules is published at various places at Leiden University of Applied Sciences.



# House rules

## General rules

1. Everyone making use of buildings, grounds, amenities and facilities of Leiden University of Applied Sciences is obliged to observe and follow the house rules. This means that the user:
  - a. behaves respectfully towards other people. The following - not exclusively - are in any case considered to be disrespectful and therefore undesirable behaviour: (sexual) harassment, aggression, violence, bullying and discrimination;
  - b. does not cause damage to (the property of) Leiden University of Applied Sciences or to other users;
  - c. does not cause unnecessary inconvenience for others;
  - d. does not infringe any rights of Leiden University of Applied Sciences or other users;
  - e. complies with the applicable laws and regulations;
  - f. does not act unlawfully in any other way.
2. These house rules ensue from the following existing laws and regulations:
  - a. for students, the Higher Education and Research Act (WHW, *Wet op het hoger onderwijs en wetenschappelijk onderzoek*) and the Leiden University of Applied Sciences Students' Charter;
  - b. for employees, the CAO-HBO, chapter E;
  - c. for all users, the requirements of the Dutch Civil Code.
3. The following persons are in any case authorised to give orders and instructions, and to enforce the house rules:
  - concierges (recognisable by their clothing with the Leiden University of Applied Sciences logo);
  - security offices (recognisable by their uniform);
  - desk employees (working at reception, service or media centre desks, among other places);
  - members of the crisis team of Leiden University of Applied Sciences; and
  - company emergency response officers (BHV-ers), recognisable by their yellow and orange vests).
  - in addition, students are also required to follow the orders and instructions of lecturers and educational support staff.
4. The use of amenities of Leiden University of Applied Sciences may be subject to further conditions. In that case, the laws and regulations referred to in paragraph 2 and these house rules shall remain in full force and effect in addition to these further conditions.
5. Complaints about the amenities and installations in the buildings and/or on the premises of Leiden University of Applied Sciences, as well as about the service provision of the Facilities Department, can be reported to the Service Desk via email. Complaints about decisions taken by bodies of Leiden University of Applied Sciences and about the conduct of employees or students of Leiden University of Applied Sciences can be submitted to the Legal Protection Office of Leiden University of Applied Sciences in accordance with the procedure set out in Chapter 8 of the Leiden University of Applied Sciences Students' Charter.

## Use of the spaces

6. When using the educational, work and common spaces of Leiden University of Applied Sciences, the following rules have to be followed.
  - a. It is not permitted to accommodate more people in a space than it is designed for.
  - b. Spaces may only be used for the purpose for which they have been designed. The users must comply with the applicable laws and regulations. This also applies to special spaces for which a use permit has been issued; the rules laid down in the permit must always be followed.



- c. Used spaces must be left tidy and clean with the furniture in its original position. Moving furniture to other spaces is not permitted.
- d. When leaving the educational, work and common spaces, users must close windows and doors, switch off lights and raise the blinds.
- e. Education, work and common spaces must be locked when leaving. The person responsible for locking up a space may be held liable for any damage resulting from failure to do so.
- f. In the spaces on the ground floor, the indoor sun blinds must be lowered at the end of the day or after use of the spaces in the evening, in relation to burglary prevention.

### *Quiet Room*

7. The Quiet Room is open to students and employees during the opening hours of Leiden University of Applied Sciences for contemplation, silence, meditation and prayer. When using the Quiet Room, the following rules must be observed in addition to the rules that generally apply at the University of Applied Sciences:
  - Observe peace and quiet as far as possible.
  - Respect for every visitor.
  - Eating and drinking are not allowed.

### *Fire and accidents*

8. Fire, calamities, accidents and dangerous or other emergency situations that occur in or around the building must be reported immediately to the central emergency number of Leiden University of Applied Sciences, telephone number +31 (0)71-5188 876. The users have the following obligations in this respect:
  - Escape routes and means of rescue (fire extinguishers and fire hoses, etc.) must be kept clear at all times.
  - It is therefore not permitted to place furniture and other goods in stairwells, passages and circulation areas.
  - Emergency exits may only be used in the event of an emergency.
  - In emergency situations, all users must follow the instructions of the company emergency response officers (BHV-ers), recognisable by their yellow and orange vests.

### *Theft, damage and loss of (personal) belongings*

9. Leiden University of Applied Sciences is not liable for theft or damage of personal belongings of students, employees or third parties.
10. Valuables and items containing confidential (personal) data (such as laptops, files, tests and assessments) must be carefully stored in a locked cabinet or locker.
11. Office spaces should always be locked when the user(s) is (are) absent.
12. Loss of or damage to property of Leiden University of Applied Sciences or personal belongings must always be reported immediately to the Service Desk.

### *Offences, reporting and liability*

13. Theft of property of Leiden University of Applied Sciences or any other criminal offence will always be reported by Leiden University of Applied Sciences to the police.

14. Damage suffered by Leiden University of Applied Sciences as a result of loss, damage, theft, unlawful act or any other criminal offence involving demonstrable culpable (negligence) acts by a student, staff member or third party can be recovered from the person concerned.

### *Access to buildings and grounds and identification obligation*

15. During opening hours of Leiden University of Applied Sciences, the buildings and grounds are accessible to students, employees and visitors of Leiden University of Applied Sciences.
16. Outside the opening hours, buildings may only be entered in the presence of a concierge or security officer.
17. It is not permitted to enter the buildings and/or grounds of Leiden University of Applied Sciences without a valid proof of identity, which has also been designated by the Dutch government as a valid proof of identity in the Netherlands. In addition to their proof of identity, students must also be able to show their Leiden University of Applied Sciences student card if requested. When taking interim examinations and examinations, students are always required to present both a valid proof of identity and their Leiden University of Applied Sciences student card.
18. For proper identification, it is necessary that the face of the person to be identified is fully visible. It is therefore forbidden to wear face-covering clothing on the grounds of Leiden University of Applied Sciences.
19. At the request of an authorised employee or an authorised person, the proof of identification must be shown for identification purposes. If a user is unwilling or unable to do so, the user may be asked to leave the building and grounds immediately, with the police being called in if necessary.

### *Smoking, refreshments, alcohol*

20. In the buildings and on the grounds of Leiden University of Applied Sciences the legal smoking ban for publicly accessible spaces is in force.
21. Consumption of refreshments is only permitted in the designated areas and restaurant facilities. In other spaces, refreshments may only be consumed on special occasions with the permission of the Service Desk. Everyone is obliged to dispose of their waste.
22. The possession, use and trading of alcohol and drugs by users on the grounds and in the buildings of Leiden University of Applied Sciences is prohibited.
23. With the consent of the Facilities Department, alcohol may be consumed on special occasions or in a specially designated area. A request for permission can be submitted to the Service Desk. Special detailed rules may be laid down for the designated area where alcohol consumption is allowed.
24. Abuse of alcohol is prohibited at all times.

### *Hanging up notices, posters, etc. in common spaces*

25. General notices - provided they are signed and dated -, posters and the like are hung by a concierge after submission to and approval of the Service Desk, and are removed after four weeks. Matters contrary to public order, morality or the interests of Leiden University of Applied Sciences are not hung up and,

if hung up without the approval of the Service Desk, will be removed by the Facilities Department immediately and without consultation.

26. To prevent damage, it is not permitted to hang posters, paintings and the like on walls, windows, doors and furniture. Wall decorations may only be installed in consultation and with the permission of the Service Desk. A request to have something hung up can be submitted to the Service Desk. Self-installed wall decorations will be removed by the Facilities Department immediately and without consultation.

### *Electrical devices, technical adaptations*

27. For reasons of safety and efficient management, the use of personal electrical household appliances, such as coffee machines, water boilers and the like, is not permitted.
28. It is not allowed to make your own technical adjustments in the spaces of Leiden University of Applied Sciences. If such adjustments are required, the necessary work will be carried out under the responsibility of the Facilities Department.

### *Mobile phones*

29. In addition to the HSL-wide house rules, the Media Centre also applies its own house rules. These also include rules on the use of mobile phones in the Media Centre.
30. The use of mobile phones in the educational spaces is not permitted, unless lecturers, in consultation with the group, decide that this principle can be deviated from in connection with the educational objectives to be achieved.
31. In all other spaces, the use of mobile phones must not cause a nuisance to fellow users.

### *Parking, (bicycle) parking station*

32. Cars may only be parked in the car park of Leiden University of Applied Sciences during opening hours and may only be parked in the designated parking spaces in accordance with the parking policy of Leiden University of Applied Sciences. In the event of violation, Leiden University of Applied Sciences is entitled to have the car towed away. The costs of this will be borne entirely by the owner of the car.
33. Motorbikes, mopeds and scooters may only be parked in the designated spaces on the forecourt and behind the covered bicycle parking stations.
34. Bicycles may only be placed in the bicycle racks or covered bicycle parking stations of Leiden University of Applied Sciences. The covered bicycle parking stations are exclusively for employees. It is not permitted to place bicycles against the façade or outside the designated parking stations. Those bicycles will be removed employees of Leiden University of Applied Sciences and placed in the designated parking station. Bicycles placed in the bicycle racks and/or covered bicycle parking stations of Leiden University of Applied Sciences which are demonstrably not used for a long period of time will be removed after a warning.
35. Use of the car park and the various parking stations and racks is at your own risk. Leiden University of Applied Sciences accepts no liability for theft, damage or other damage arising from parking of cars and/or bicycles.



### *Prohibited means of transport on in the buildings*

36. It is forbidden to move around in the buildings using skates, rollerblades, roller skates, skateboards, segways, scooters or similar means of transport.

### *Animals*

37. It is not permitted to bring animals or pets into the buildings of Leiden University of Applied Sciences, with the exception of guide dogs for the blind and specially trained dogs to assist people with disabilities. This should be reported to the Reception.

### *Facilities for persons with disabilities*

38. The facilities provided in the building for people with disabilities or physical impairments are intended exclusively for such people. When using the lifts, persons with physical impairments may go first.

### *Electronic payment*

39. For reasons of security, Leiden University of Applied Sciences aims to have a fully electronic payment environment. In all buildings of Leiden University of Applied Sciences, payment can only be made by debit card. To use the printers, it is necessary to link an appropriate card or tag to the University of Applied Sciences' print credit. The tag is available from the Service Desk. With this card/tag, you can print at all the multifunctional printers located throughout the various buildings. You can top up your print credit at a PIN Point. These are installed at various locations in the building.

### *Environment*

40. Users are obliged to behave in accordance with the instructions of the Facilities Department regarding care for the environment and sustainability in the buildings and on the grounds of the HSL.

### *Visitation*

41. If there are suspicions or concrete indications of theft or that a user has unwanted items in his/her possession (including but not limited to narcotics or weapons) while the user is on the grounds of Hogeschool Leiden, the protocol Security and Visitation Hogeschool Leiden will come into effect.

### *Measures in the event of violation of house rules*

42. Measures may be imposed by or on behalf of the Executive Board on those who do not comply with the (house) rules, guidelines and instructions.

- If the offender is a student, measures as referred to in article 7.2 of the Leiden University of Applied Sciences Students' Charter may be imposed.
- If the offender is an employee, other (disciplinary) measures in accordance with the CAO-HBO may be imposed in addition to the (temporary) denial of access and the (temporary) denial of the use of facilities.
- If the offender is a third party, access may be denied, the use of facilities may be denied and any damages may be recovered from that third party.

43. A user may object or appeal against the measure imposed in accordance with the provisions of the Students' Charter Leiden of University of Applied Sciences (for students), the CAO-HBO (for employees) and the Dutch Civil Code (for third parties).

## Final provisions

43. These regulations may be cited as "House Rules Leiden University of Applied Sciences".
44. These regulations come into force on 11 July 2022 and replace previous regulations relating to house rules.
45. These regulations can be consulted on [www.hsleiden.nl](http://www.hsleiden.nl) and under 'Practical Information' of Leiden University of Applied Sciences. The rules are posted in abridged form in the buildings.