



## General house rules Amsterdam University of the Arts

It is the joint responsibility of students and employees to make the AHK and the academies a pleasant and safe learning and working environment. These general house rules are based on the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW), the [Student Charter](#) of the Amsterdam University of the Arts, the Collective Agreement for Universities of Applied Sciences (cao-hbo) and government regulations (fire regulation, occupational health and safety and environmental legislation). In addition to this, the academy-specific house rules, as published in the Study Guide or on the intranet of the academies are applicable.

### General house rules AHK, applicable to all buildings

1. Every user must behave like a good and responsible user. This means that you should treat the building, and the furniture and equipment, carefully and correctly, and take fellow users into account. The user should actively alert the University of irresponsible use by other users and prevent this where possible.
2. Unintentional or intentional damage to the building, classroom or equipment must be reported to the reception of the relevant building. If nobody is at reception, the report should be made to the facilities manager of the building. Costs will be recouped from the person responsible for the damage.
3. The management boards and building managers take no responsibility for lost, stolen or damaged personal property in the buildings of the Amsterdam University of the Arts.
4. Every user must be able to identify themselves by means of a student card or staff card of the AHK. Users who cannot or do not want to identify themselves may be refused access to the building.
5. Management boards and employees who are responsible for the safety and order within the building are authorised to ask persons present to identify themselves. They are also authorised to give verbal or written instructions to the persons present regarding the use of the building, grounds or other facilities of the AHK. This also includes instructions to leave the building if that is deemed necessary in the eyes of the management board or relevant employees.
6. Verbal or written instructions as referred to under point 5 must be followed at all times. In the event that this does not happen, the management board and employees referred to under point 5 are authorised to call in the police.
7. In addition, the Executive Board can take disciplinary measures in accordance with Chapter 12.2 of the Student Charter.
8. Every user must leave the building no later than 15 minutes before closing time. In the event of being locked in the building, the costs for a security company may be recouped.
9. Hanging up forms of communication and publicity with a political or social message (such as posters, flags or banners) is allowed, in principle, at the designated locations, as long as they are non-discriminatory and not prohibited by law, and do not incite violence against, or seek to exclude, particular (population) groups. It is not permitted to hang up these forms of communication and publicity on the facade. The exterior of the building cannot be used as a means of communication for certain groups or opinions, but only to communicate activities that concern the entire organisation, such as open days. Therefore, forms of communication and publicity can only be placed on the exterior of the building after having received prior consent from the management board and Executive Board.
10. The smoking ban for public buildings prescribed by Dutch law is applicable in all buildings.

### House rules and rules of behaviour, disciplinary measures and liability in accordance with the AHK Student Charter, Chapter 12

#### 1. House rules and rules of behaviour

1. Students who make use of the buildings, grounds or other facilities of the University are expected to do so in accordance with their intended purposes.



2. The point of departure is that students abide by the house rules, the safety regulations, the instructions of the staff responsible for safety and company emergency response, as well as being responsible for and ensuring that everything runs smoothly in the buildings and on the grounds of the University. This also applies to educational situations outside the buildings and grounds of the University, such as excursions and external work placements.
3. All members of the University community are expected to behave properly towards each other. This explicitly includes social media. This entails, among other things, that they:
  - are not guilty of discrimination, (sexual) intimidation, bullying, insulting behaviour, stalking, blackmail, aggression or violence;
  - treat everyone's private life, and confidential information, carefully and respectfully;
  - treat the belongings of others (the University, fellow students, staff members and visitors) with care;
  - do not make improper use (private or otherwise) of the available facilities and materials;
  - do not manipulate details (changing, falsifying, omitting, adding, removing) in documents and digital systems;
  - do not use alcohol or drugs in standard educational situations, nor are they under the influence of alcohol or drugs.
4. The [Code of Conduct for Public Safety](#) complements these rules and specifically pertains to interpersonal contacts of and between staff members and students.
5. The [AHK Integrity Code](#) describes which rules of conduct staff members need to abide by, among other things in their contact with students. This code also applies to students in cases where they make use of resources (including equipment and facilities) of the University or act on the instructions of the University.
6. The academy boards are authorised to draw up regulations and take measures in order to ensure that everything runs smoothly in its buildings and on its grounds. These academy-related house rules are included in the study guide and announced via the intranet.

## 2. Disciplinary measures

1. The Executive Board, or the academy director on behalf of the Executive Board, may take disciplinary measures in the event of infringement of the provision in article 12.1 and the regulations based thereon.
2. In the event of infringement, a student may be denied access to the buildings, grounds and other facilities of the University for a maximum duration of one year. In the event of serious infringement of the provision in article 12.1 and the regulations based thereon, the enrolment in the University of the student concerned may be definitively terminated.
3. Before the decision is taken, or within a few days after the decision has been taken, the student concerned must be interviewed by or on behalf of the academy director. The student will be invited for this in writing or by email.
4. In urgent cases, the obligation to interview the student does not have to be applied. In these cases, the student is given the opportunity to have an interview after the decision has been taken.
5. The decision to impose a measure will be made known to the student in writing by the academy director as soon as possible, stating the procedure for lodging an objection.
6. The imposition of a disciplinary measure does not affect the right of the Executive Board to hold the student liable for damage.

## 3. Liability

1. The AHK is not liable for loss of, theft of or damage to student property.
2. A student who is responsible for the deliberate or accidental damage or loss of possessions and property of the University and items of third parties that are left (temporarily or permanently) in the buildings or on the grounds for which the AHK has a duty of care (rented equipment, property of utility companies, etc.) is liable for damages and may be held liable by the AHK.