

HOUSE RULES

1. Validity

These house rules in their current version apply to the students enrolled in the study programmes of the University of Applied Sciences BFI Vienna on the premises located at Wohlmutstraße 22 and Obermüllnerstraße 2/6 (library), 1020 Vienna and Maria Jacobi Gasse 1 (MQM 3.4), 1030 Vienna. These rules are a part of the student contract between the students and the University of Applied Sciences BFI Vienna.

2. Opening hours of the premises

When the study programmes are in session, the rooms in the buildings located at Wohlmutstraße 22, 1020 Vienna and Maria Jacobi Gasse 1 (MQM 3.4), 1030 Vienna are normally open from 8.00 a.m. to 9.15 p.m., Monday to Friday and from 8.00 a.m. to 4.15 p.m. on Saturdays. The reading room of the library is normally open from 9.30 a.m. to 7.30 p.m., Monday to Friday and from 9.30 a.m. to 1.00 p.m. on Saturdays.

Please note that the shutting down service of the buildings starts at 9.15 p.m. from Monday to Friday. In the library, the shutting down service starts at 7:30 p.m., Monday to Friday and at 1.00 p.m. on Saturdays.

The duties of the shutting down service entail a walk-through check of the rooms of the buildings and then locking up the premises. It is thereafter not permitted to remain inside any of the rooms of the buildings. The security night watch is also not authorized to grant entry into the buildings outside the hours given above.

The opening hours of the premises during vacation times are separately announced respectively.

3. Ban on smoking

Smoking is strictly banned in all the rooms of the buildings with the exception of those designated and expressly marked as smoking areas. The buildings are equipped with fire alarm systems. Setting off the smoke detectors by the non-compliance with the smoking ban will result in the culprit being held liable for the financial costs that emerge (e.g. false alarming the fire service, the cost of re-setting the fire detection system etc.).

4. Ban on alcohol consumption

The consumption of alcohol is banned in all the rooms of the buildings.

5. Computer rooms

It is not permitted to carry along food and drinks into the computer rooms.

6. Keeping the rooms clean and tidy

a) Sanitary installations

Please keep them in the state you would wish to find them.

b) Study and common rooms, Lecture and seminar rooms

Please empty your litters only into the waste bins provided for that purpose.

7. Cloakrooms

A cloakroom is available for the use of students in the basement of the building located at Wohlmutstraße 22, 1020 Vienna. Students can obtain their own lockers by depositing a refundable caution fee of €30 at the secretariat of the study programme.

8. Parking of bicycles

There is a parking space specially provided for bicycles in the courtyard of the building at Wohlmutstraße 22, 1020 Vienna. (Please note: parking is at your own risk).

9. Domestic animals

Domestic animals are not allowed on the premises.

10. Mobile telephones

In order to prevent the disturbance of lectures, seminars and other study events, the use of mobile phones is prohibited in all rooms. We therefore request that students turn off their mobile phones before entering the buildings. The same applies to radios, MC and CD players.

11. What to do in case of fire

The emergency fire action plan in its most recent form is an integrated part of these house rules.

12. Hygiene regulations

The hygiene manual in its current version is an integral part of these house rules.



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Managing Director