

Fontys Regulations Regarding House Rules & Disciplinary Measures (2020)

Please take note that you cannot derive any rights from this English version of the House Rules & Disciplinary Measures. In case of doubt, please consult the original Dutch version.

Article 7.57h of the 'WHW' (Dutch Higher Education and Research Act), provides the institution's directorate (the Executive Board) with the possibility to determine the House Rules & Disciplinary Measures in order to ensure, promote and guarantee the smooth running of all matters pertaining to all Fontys campuses and buildings. This also applies to all campuses and buildings used by Fontys.

These House Rules & Disciplinary Measures are applicable to students, Fontys personnel and all third parties. In terms of students, these regulations are also applicable to external students, individuals following courses, contract students and transfer students – in other words, all individuals participating in educational activities and/or using facilities provided by Fontys.

In terms of personnel, these regulations are applicable to both all individuals working under contract at Fontys, as well as freelancers, temporary staff and volunteers.

These regulations have been determined from a safety point of view, to maintain good order and on the basis that the norms and values existing within the Fontys organisation should be respected and adhered to by all parties involved with this organisation. These norms and values have also been set out in the Fontys Focus Values Set and incorporated into the Fontys Internal Rules of Conduct (Integrity Code).

The application of these regulations is publicised at all entry points to Fontys campuses and buildings. The House Rules are also available for perusal via Facility Staff and Reception Desks and can also be perused via the Fontys website. Via the same website, all associated regulations can also be perused.

All students, personnel and third parties are obliged to adhere to all points included in these regulations (the House Rules), as well as to all associated instructions as given by authorised Fontys personnel. Authorised personnel include Facility and Ground Managers, Security Staff, Facility Staff and Desk Staff (for example, those working at Reception, Student Service and/or Media Library Desks).

Should any individual fail to adhere to these regulations, (disciplinary) measures may be imposed, as detailed in these regulations. Such measures may also be based on the regulations as detailed in the Fontys Students' Charter (regarding students) and/or with regard to personnel, on the regulations as detailed in the 'CAO-HBO' (Collective Labour Contract applicable to Dutch Higher Education institutes).

The Fontys University of Applied Sciences Executive Board has determined that the House Rules & Disciplinary Measures as detailed below are to be implemented and the appropriate approval has been secured from the 'CMR' (Central Participation Council).

All aspects of these regulations that are specifically of relevance to students will also be included in the Fontys Students' Charter. Upon final determination and implementation, these regulations will be communicated and publicised via the customary Fontys information channels.

HOUSE RULES

General

1. Any individuals present in any Fontys buildings and/or on any Fontys campuses, or who utilise any Fontys facilities, are obliged to strictly adhere to the regulations, guidelines and recommendations as stipulated by the Fontys Executive Board. These regulations, guidelines and recommendations have been formulated with safety, current legislation (including legislation on smoking, the wearing of face-covering clothing and working conditions) in mind, in the context of maintaining order and guaranteeing the smooth running of all matters pertaining to any and all Fontys buildings and campuses, as well as the regulations regarding any specific and authorised use of any and all Fontys facilities.

2. These rules are to be referred to as House Rules and any individuals are obliged to adhere immediately and meticulously to all points included in these rules, as well as to all associated instructions as given by authorised Fontys personnel as Facility and Ground Managers, Security Staff, Facility Staff and Desk Staff. This also applies to any buildings, campuses and/or facilities owned by third parties, but used by Fontys.
3. All such individuals are therefore obliged to ensure that their behaviour does not:
 - a. Cause Fontys and/or any individuals present in any Fontys buildings and/or on any Fontys campuses and/or utilising any Fontys facilities any direct and/or indirect damage and/or hindrance of any nature.
 - b. Contravene any rights pertaining to Fontys and/or any individuals present in any Fontys buildings and/or on any Fontys campuses and/or utilising any Fontys facilities.
 - c. Behave in any way unlawfully.
 - d. Behave in any way socially unacceptably towards other individuals and/or misuse property.
4. Any students, personnel and/or third parties present in any Fontys buildings and/or on Fontys campuses who encounter any individual contravening any of the regulations, guidelines, recommendations and laws detailed in point 1 above may address the perpetrator(s) and/or are obliged to report any such contravention to Facilities Staff or to Security Staff.
5. The 'Fontys Building & Grounds Management Regulations' also include rules that have been stipulated with regard to the use of Fontys campuses, buildings and facilities. In addition, all other stipulated regulations included in the framework of the 'Arbowet' (Dutch Health and Safety Act) are applicable, to be perused via the Fontys website.
6. Specific opening hours apply to all Fontys buildings and to specific campus areas. Such opening hours may vary per location, as well as per week or per day. Information regarding specific opening and closing hours can be obtained via the Reception Desk at each location.
7. Entry to Fontys campuses and buildings is limited to Fontys students, personnel, invited guests and suppliers. Such individuals should at all times be able to provide both proof of identification and acceptable explanation of their reason for being present on a Fontys campus or in a Fontys building. All of the aforementioned will be required to provide proof of identification in the form of a legally valid form of ID, in other words, a passport, driving licence, identity card (issued in the Netherlands or an EEA country) or a Dutch aliens' document. A staff or student ID card will not be accepted as a legally valid form of ID.
8. Any unauthorised individuals shall be denied entry in accordance with Article 138 'WvSr' (Dutch Criminal Law) or Article 461 WvSr. Unauthorised individuals may be arrested under Article 53 of the 'Sv' (Code of Criminal Procedure) if they enter a Fontys campus or a Fontys building after having previously been denied entry. In this situation, the police will be involved and/or the incident will be reported to the police.
9. Further to these general House Rules, individual Fontys Institutes and Managers deemed appropriately authorised by the Executive Board, may implement additional regulations applicable to all students, personnel and third parties who make use of any Fontys buildings and/or campuses and/or those used by Fontys. Such additional regulations should be clearly communicated and publicised. Such additional regulations may vary per area and are therefore displayed locally and/or made known to users via other means.
10. Under certain circumstances, Fontys students and personnel are required to register visitation requests. Specific details are included in the 'Fontys Visitation Regulations'.

Theft, Damage & Loss of (Personal) Property

11. Should students, personnel and/or third parties suffer from any form of theft, damage to and/or loss of personal property, Fontys cannot be held liable. To prevent theft, any personal property can be deposited in designated lockers, if these are present. Users should lock all office spaces if they are to be left unattended, even for short periods of time.

If office spaces cannot be locked, all unattended personal property and property belonging to Fontys is to be deposited in locked drawers, cupboards or safes.

12. All cases of loss of or damage to Fontys property and/or personal property should be reported immediately to either Security Staff, or Facility Staff and if applicable, one's manager.
13. Upon completion of any study, employment and/or contract, all Fontys property held by the relevant persons must have been returned to Fontys in good condition and unlocked by the end date of the study, employment and/or contract.

Reporting & Liability

14. In cases of theft and/or other crimes punishable by law committed by students, personnel and/or third parties, in consultation with the Executive Board, the Facilities Directorate or the relevant Fontys Director will report any such incidents to the police.
15. In cases of damage incurred to Fontys property as the result of loss, damage, theft, illegal act and/or other crime punishable by law whereby there is concrete evidence of student, personnel and/or third party liability, the relevant individual(s) will be held accountable by Fontys, in accordance with the judgement of the Executive Board, the Facilities Directorate, or the relevant Fontys Director.

Trade, Soliciting, Alcohol, Drugs, Weapons & Events

16. Without advance written authorisation from the Executive Board or the relevant Facility Manager, trade, soliciting and/or propaganda in any shape or form is expressly forbidden on all Fontys campuses and in all Fontys buildings.
17. Possessing, using and/or selling alcohol and/or drugs is expressly forbidden on all Fontys campuses and in all Fontys buildings. Alcohol is permissible in cases of legitimate festivities whereby advance authorisation has been secured from either the relevant Facility Manager or the Executive Board. However, the excessive use of alcohol at such festivities will not be permitted.
18. Possessing, using and/or selling weapons and/or weapon-like objects is expressly forbidden on all Fontys campuses and in all Fontys buildings.
19. In cases whereby situations occur as described in points 16 to 18 above, Fontys reserves the right to report such matters to the police.
20. No events may be hosted on Fontys campuses or in Fontys buildings without the permission of the Executive Board, the Facility Manager or the Director of the Marketing and Communication Unit. External parties must submit a request for this purpose to the Marketing and Communication Unit. If permission is granted, the event organisers must notify the facilities team at the location in question.

Parking, Storage in Buildings & Skates

21. The 'Fontys Parking Regulations' are applicable on all campuses owned by Fontys. On all campuses used by, but not owned by Fontys, the relevant location parking regulations are applicable, e.g. Council Regulations.
22. It is expressly forbidden to bring bicycles and/or motorcycles into Fontys buildings, with the exception of for the purposes of utilising the specific storage areas for such items.
23. Use of skates, blade skates, roller skates, manual or electric scooters, manual or electric skateboards or other manual or electric means of transport is not permitted, unless it is a vital aid (a mobility scooter, for example).

Smoking, Eating & Drinking, Animals (Pets) & Orderliness

24. As from 1 August 2020, all Fontys campuses and buildings are smoke-free, which means that smoking is not permitted in any of these areas (by law). This ban applies to e-cigarettes ('vaping') as well.
The Fontys Smoke Nuisance Regulations, which entered into force on 1 July 2014, will lapse with effect from 1 August 2020.
25. If specified on location, eating and/or drinking is not allowed in all Fontys educational areas, including ICT areas, Media Libraries et cetera.
26. It is expressly forbidden to bring animals and/or pets onto Fontys campuses and into Fontys buildings, with the exception of, for example, 'assistance dogs', such as guide dogs for the blind and/or if necessary in relation to specific education. The relevant individuals must report this to (in the case of an assistance dog) or secure the permission of (for educational purposes) the relevant Facility Manager in advance.
27. Upon completion of all educational and/or meeting activities in any Fontys buildings, furniture must be returned to its original position. Furthermore, all rooms should be left in a state in accordance with any instructions provided.
28. After using educational and/or office areas in Fontys buildings, the last person to leave the area should close all windows and doors and turn off all apparatus and lighting.
29. Garbage must be disposed of in the appropriate manner, in order to prevent any dangerous situations arising.

Face-covering clothing

30. It is not permitted to wear face-covering clothing on the Fontys campuses or in Fontys buildings. Face-covering clothing is clothing that makes an individual's face unrecognisable, such as a mask, balaclava, full-face helmet, burqa or niqab. Authorised personnel may ask an individual who is wearing face-covering clothing to remove it while present on a Fontys campus or in a Fontys building. If an individual refuses to comply with a request of this nature, he/she will be denied entry and asked to leave the campus and/or building in question. The police may be involved if the individual in question refuses to leave the campus and/or building.

In the event of an epidemic (caused by an infectious disease), the Executive Board may decree that students, staff and third parties must wear a face mask inside buildings owned and/or used by Fontys.

Media Libraries

31. The 'Fontys Media Library Regulations' are applicable in all Fontys Media Libraries. The term 'Media Libraries' includes, but is not limited to: Libraries, Media Centres, Educational Working Areas, Study Areas and Study Gardens.

ICT Facilities

32. All Fontys ICT facilities are expressly intended for activities related to business operations at Fontys (including education, administration and research). Any other use or misuse of such facilities is expressly forbidden. Permitted use of such facilities by personnel and students is additionally detailed in the 'Fontys ICT Code of Conduct Regulations'.

Video Security

33. The decision on 'Fontys Video Security Regulations' is applicable throughout Fontys.

ORGANISATIONAL MEASURES

1. **Measures applicable if (house) rules, guidelines etc. are contravened, or in cases of unacceptable behaviour.**
 - a. Any individual contravening the House Rules, guidelines and/or recommendations, may be subject to measures imposed at the discretion of, or on behalf of the Executive Board or a Facility or Ground Manager.
 - b. Should students contravene these regulations, such students may be subject to measures in accordance with Article 42 of the Fontys Students' Charter being imposed by the Executive Board, the relevant Fontys Director at the location at which the student is enrolled, or the relevant Facility or Ground Manager.
 - c. Should personnel contravene these regulations, in addition to (temporary) suspension of entry and (temporary) suspension of facility use, such personnel may also be subject to (disciplinary) measures in accordance with Chapter P of the CAO-HBO being imposed by the Executive Board.
 - d. Should third parties contravene these regulations, the Executive Board may not only suspend entry to Fontys and suspend facility use, but may also decide to claim any eventual damages from such third parties.

2. **Objections/Appeals/Complaints**
 - a. Within six weeks, **students** may lodge an **objection** to the imposition of any measures in accordance with Article 42 of the Fontys Students' Charter via the Executive Board and in accordance with Article 48 of the Fontys Students' Charter. Thereafter, students may lodge an **appeal** regarding the decision of the Executive Board in accordance with Article 49 of the Fontys Students' Charter.
 - b. In all other cases whereby they are personally affected by any decision made on the basis of these regulations, within six weeks, **students** may lodge a **complaint** with the Executive Board, in accordance with Article 47 of the Fontys Students' Charter.
 - c. Within six weeks, **personnel** who are directly affected by a decision in accordance with these regulations may lodge a **complaint** with the Executive Board. Should the decision have resulted from the regulations contained in the CAO-HBO, such personnel may lodge an **appeal** in accordance with Article S2 of the CAO-HBO.
 - d. Within six weeks, **concerned parties other than students or personnel** may lodge a **complaint** with the Executive Board, regarding a decision in accordance with these regulations.

3. **Summary**
 - a. These regulations will be referred to as the 'Fontys Regulations Regarding House Rules & Disciplinary Measures'.
 - b. The Executive Board, who will also stipulate any required changes, pending approval from the CMR, has stipulated these regulations.
 - c. These regulations will take effect as from 15 June 2020.
 - d. Either the Executive Board or the CMR may initiate interim proposals for change.
 - e. These regulations may be perused via the Fontys website, or a copy of these regulations may be consulted at Fontys Reception Desks.

Stipulated by the decision of the Fontys Executive Board per 14 April 2020 and approved by the CMR per 14 May 2020.

Revised by the decision of the Fontys Executive Board per 12 October 2020 and approved by the CMR per 14 October 2020.