



# AVANS HOUSE RULES

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# 1. INTRODUCTION

Regardless of whether you work or study at Avans University of Applied Sciences, our aim is excellence, safety, and security for everyone. To achieve this, we provide a wide range of services and resources. This document contains information on using these services and resources. It also sets out what we expect from you.

These house rules apply to students, employees, and visitors, or indeed to anyone who uses our facilities and amenities. The house rules help create and sustain an optimum learning and working environment.

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# 2. HOUSE RULES

We want everyone to feel at home at Avans. For that reason, we have established a number of house rules relating to the use of our buildings, grounds, facilities, and amenities. By respecting these house rules, we can all help maintain a safe and secure environment. We are counting on everyone to meet their responsibilities in this regard.

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## 2.1 GENERAL RULES

### 2.1.1 Confidential advisors

Avans does not tolerate undesirable or inappropriate behaviour. We take any complaints on this matter very seriously. The [Undesirable Behaviour Complaints Procedure](#) explains how we deal with complaints. If you are faced with undesirable or inappropriate behaviour or comments, do not hesitate to contact one of our confidential advisors. You can choose yourself which confidential counsellor to approach. If you would prefer to speak with someone outside Avans, please contact Gimd, an organisation whose experts offer help related to issues in the workplace. For more information, go to [iAvans](#). The link also includes details on how to make an appointment.

### 2.1.2 Social media

Avans students and employees should treat their fellow students and colleagues with respect, including on social media. The [Avans University of Applied Sciences media policy](#) contains guidelines on this matter.

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## 2.2 SAFETY AND SECURITY

We do all we can to ensure a safe and secure environment. However, we also rely on you to meet your responsibilities in this regard.

- Make sure you are familiar with the [rules on safety and security](#).
- In the event of an emergency, accident, or injury, call the Avans alarm number – 088 525 8008 – or go to the building's reception area. Follow the instructions of the local service department employees and those of the emergency response officers.
- Keep emergency exits clear.

### Practical teaching areas

Certain work environments, such as workshops and laboratories, have their own safety rules. Make sure you are familiar with them before using the spaces or rooms concerned. Ask the School Administrative Office for the rules. Always follow the instructions given to you by the person in charge of the laboratory or workshop.

### Take good care of your belongings

Make sure you do not lose or damage your belongings, or have them stolen. This is your responsibility.

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## 2.3 SUSTAINABILITY

### 2.3.1 Waste separation

Avans is developing a circular system of operation. This means our waste will eventually become a raw material. You can help this process by disposing of your waste in the designated waste containers.

### 2.3.2 Energy saving

We are doing a great deal to keep our energy consumption as low as possible. We'd like you to help us save energy by, for example:

- leaving the radiator controls on position 2, to enable the climate control system to function as efficiently as possible.
- turning off the lights when you leave a room.
- turning off computers and monitors when you have finished using them.
- sharing a single wall socket when studying with someone else.
- using the stairs instead of the lift.

Read more on the [Climate chart](#) on iAvans.

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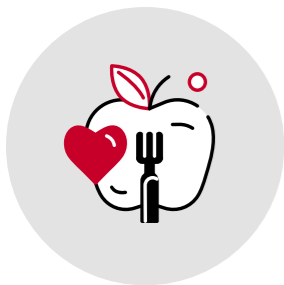
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## 2.4 FOOD AND DRINK

### 2.4.1 Food and drink

Please take care when eating or drinking near computers. Leave rooms clean and tidy for the next user.

#### Classrooms

It is up to lecturers or supervisors to decide whether food and drink are allowed in their classrooms. Bottles of water are always allowed. If no lecturer or supervisor is present, the area's users decide for themselves whether food and drink is allowed.

#### Test rooms

Different rules apply during tests. You are allowed to take bottled or canned drinks with you, except in computer rooms. Food is allowed whenever tests take longer than 100 minutes. At the end of the test, dispose of your waste in the appropriate containers. The [Test regulations](#) on iAvans contain the rules that apply when taking tests and for registering.

#### Meetings

After attending any meeting, please leave the room clean and tidy. If a member of the catering staff comes to tidy away food, drink, or crockery, make sure everything is neatly piled up.

#### Workstations

Whenever you eat or drink at a workstation, be sure not to disturb those around you and leave everything clean and tidy when you leave.

### 2.4.2 Alcohol and drugs

The use and dealing of drugs on any Avans premises is prohibited. If we suspect drug use or dealing, we will inform the police. The same is true in the event of any nuisance caused by alcohol or drugs. Read our [Alcohol and drugs policy](#) on iAvans.

### 2.4.3 Smoking

Smoking is prohibited in all our buildings and all our outdoor areas. You can find more information on this topic in the [Non-smoking regulations](#) on iAvans.

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## 2.5 IDENTIFICATION

Whenever you are on Avans premises, you must be able to identify yourself if requested to do so by a member of staff. This should be with a legally recognised and valid identity document, such as a passport, driving licence, or ID card.

### 2.5.1 Avans ID pass / blank pass / public transport pass

You can use your Avans ID pass to use printers and copying machines. Employees can also use their pass to access rooms, parking spaces, bicycle parking facilities, lifts, and coffee machines. New students use their public transport passes or blank passes. Avans ID passes, blank passes, and public transport passes are subject to the following:

- You yourself are responsible for the use of your pass, which includes its misuse in the event of loss or theft.
- Report loss, theft, or damage as soon as possible to the [Service Point](#).
- If your pass is misused, or if there are suspicions that it is being misused, the Facility Management and ICT Unit management may block it. More information about this is given on iAvans under '[How do I use my Avans ID pass and public transport pass at Avans?](#)'.

### 2.5.2 Digital student card

New students are given a digital student card as part of the 'Avans One' app. You can use this to show that you are studying at Avans, to borrow books or media in Xplora, and to obtain student discounts. Your student card is personal; only you may use it. Read more about the [digital student card](#) at Student Info.

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## 2.6 ICT

### 2.6.1 Avans account

Your Avans account consists of your e-mail address, username, and password. We rely on you for ensuring that only you use this account and that you protect your account details. This will prevent others harming documents and systems, leaking data, or causing any other problems.

- You should therefore never share your account with anyone else.
- Protect your account information with a strong password with upper and lower case letters, numbers, and characters.
- Change your password regularly.
- More tips on keeping your account private can be found at (as the case may be) [student](#) or [employee](#) at [privacy.avans.nl](#).

The following are prohibited:

- using account details that you have not received in the normal way from Avans.
- giving yourself access to other people's data, by means of a USB stick, for example.
- giving yourself access to computers, data, or software other than those for which Avans has authorised you to do so.
- You yourself are liable for any harm resulting from misuse of account details.

### 2.6.2 E-mail

We reserve the right to limit the total amount of storage space for your mailbox and files.

The following are prohibited:

- using someone else's e-mail address or a fictitious sender address.
- sending e-mails anonymously.
- falsifying e-mail messages.
- reading, copying, modifying, or deleting e-mails that are intended for others.
- looking for or sending messages with pornographic, racist, discriminatory, abusive, inflammatory, offensive, or threatening content.
- signing yourself or anyone else up to spam servers.
- sending spam.
- sending e-mails of such a size or number of addressees that they overload Avans's e-mail traffic.

If you are a student and would like to send an e-mail to one or more Avans mailing groups, please ask your school for permission. Read the 'Safely online' page for [students](#) or [employees](#) at [privacy.avans.nl](#), as the case may be.

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### 2.6.3 Computers, data, and software

You are responsible for your files when using computers. If you store data on a local computer, it may be accessible to any subsequent user. They may be able to delete the data, for example. [Tips for working safely on computers at Avans](#) can be found at [privacy.avans.nl](http://privacy.avans.nl).

The following are prohibited:

- using computers for your own private purposes.
- giving yourself access to computers, data, or software other than those for which Avans has authorised you to do so.
- creating, introducing, or disseminating computer viruses on and via computers.
- storing or distributing illegal programmes or files.
- attempting to gain illegal access to our networks or computers.
- accessing or downloading from our computers any pornographic, racist, discriminatory, abusive, inflammatory, or other offensive content. However, you may visit these sites if you need to as part of your studies or work.

### 2.6.4 Computer rooms

The workstations in these rooms have computers that are connected to the network. They are intended for teaching and educational support activities.

The following are prohibited in these rooms:

- making noise.
- modifying, disconnecting, or moving equipment.
- using a computer for an unnecessarily long period of time.
- using the rooms if they are scheduled for teaching purposes.
- keeping facilities 'occupied' while not actually being present yourself.

You may be asked to prove your identity by our staff at any time. You can read more information about workstations under 2.7.10: Workstations.

### 2.6.5 Mobile devices and other electronic equipment

You may use electronic devices as long as you do not disturb anyone else.

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## 2.6.6 Your own devices

During lessons or meetings, you should turn your devices off or put them on silent mode. If you wish make an audio or video recording during a lesson or meeting, you should seek advance permission from your lecturer and anyone else you wish to record.

You may only share these recordings with others if you have first obtained permission from the lecturer and anyone else who has been filmed or recorded.

The use of devices is not allowed during examinations unless they are permitted for the test in question. More information about [tests and examinations](#) can be found on iAvans.

- If you want to use your own laptop, mobile phone, or tablet on the internet or on Avans's network, you can establish a secure connection using the wireless Eduroam network. Use your Avans username and password to log in.
- Protect your private devices with an antivirus program.
- Make sure your devices have the latest updates and an up-to-date virus scanner. This all helps keep the Avans environment safe and secure.

## 2.6.7 Mobile devices belonging to Avans

Employees who use a mobile device that belongs to Avans sign a loan agreement. For more information, go to [mobielwerken.avans.nl](#).

## 2.6.8 Safely online

There are more tips at [privacy.avans.nl](#) for [students](#) and [employees](#) on how to use the internet safely. The [Student Charter](#) on iAvans has more information about protecting students' personal data.

## 2.6.9 Borrowing books and media

If you would like to borrow audiovisual equipment, see the terms and conditions at [xplora.avans.nl](#).

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## 2.7 BUILDINGS AND GROUNDS

### 2.7.1 Access

Students, employees, and visitors have access to our buildings and grounds during the [opening hours](#). Outside these hours, only security and maintenance staff who are performing work for Avans have access. Avans has the right to deny access to any person.

### 2.7.2 Pets

Only guide dogs are allowed on our grounds and in our buildings.

### 2.7.3 Children

Children are welcome at lesson-related and child-oriented activities and special activities at the School of Education, as well as at special activities such as the First Lego League. Children under the age of 12 who enter our buildings must be accompanied at all times.

### 2.7.4 Peace and quiet

During examination periods, particular emphasis is placed on the need for peace and quiet in and around the buildings. The school management may impose a penalty on anyone who hinders teaching by causing a nuisance.

### 2.7.5 Music

You may make music in the rooms intended for the purpose. More information on this subject is available from reception. You may listen to music as long as others can continue working undisturbed.

### 2.7.6 Clothing

Avans believes that good education is well served by communication in a safe and, in particular, open atmosphere. We think it's important that people can see each other's facial expressions. For this reason, the wearing of clothing that covers the face is not allowed. An exception to this is the wearing of face masks.

### 2.7.7 Furniture

When you have finished using a room, put the furniture back as you found it. This is not necessary in rooms where examinations are taking place.

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### 2.7.8 Lifts

The following people may use lifts with a pass reader:

- visitors.
- suppliers.
- students and employees with a physical impairment.

### 2.7.9 Posters and flyers

Posters and flyers that meet the relevant conditions may only be hung up or placed on the designated boards or pillars. Read the [conditions](#). Our service department employees regularly remove old posters and the like that do not meet these conditions.

### 2.7.10 Workstations

Users make agreements about the use of office environments and workstations. This is especially the case where it involves flexible use.

The agreements may concern such matters as:

- the types of workstation for different activities.
- preventing intrusive noise when using telephones or holding meetings in open spaces.
- the options and procedures for reserving rooms.
- keeping rooms tidy.

When cleaning rooms and keeping them tidy, we assume the following:

- clean desk: clear the desk after use.
- clean floor: do not leave boxes, paper, or other items on the floor.
- clean top: do not put boxes or other items on top of the cupboards.

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### 2.7.11 Theft, lost and found property

You yourself are liable in the event of theft, loss, destruction, damage, or misuse of your belongings on our premises. You are also responsible for your conduct and any possible damage that results from that.

You should hand in any items you find to the reception at the relevant location. If you have lost anything, ask at reception if it has been handed in.

### 2.7.12 Lockers

Students may use our lockers. For information, go to the reception at your location. You are liable in the event of theft, loss, or damage. You are advised not to leave valuable items in your locker.

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## 2.8 MOBILITY

### 2.8.1 Bicycle parking facilities

Leave your bike or moped in the bike racks near the entrances. If you leave it away from the storage or parking areas, we may remove it. The costs of this will be borne by the owner. You yourself will be liable for any damage to your vehicle resulting from its removal. At some locations, staff members can park their bikes in a separate, covered bicycle parking facility. You can gain access to them with your Avans ID card. You yourself are liable for any damage to vehicles parked on our premises.

### 2.8.2 Parking spaces

You will find all relevant information about parking cars and motorcycles under [Contact and locations](#) on avans.nl.

Most of the car parks are for employees only. Students with a functional impairment should ask permission from their [student counsellor](#). Employees with a functional impairment should ask [Health Services](#) for permission to use disabled parking spaces. Visitors who have registered their presence on time may also park on Avans premises.

At some locations, part-time and work-study students can park their car on Avans premises after a certain time of the day. St.Joost in Breda has its own car park for employees, visitors, and students.

Suppliers should unload their goods at the designated unloading point.

Dutch traffic regulations apply on Avans premises.

You yourself are liable for any damage to vehicles parked on our premises.

### 2.8.3 Means of transport

Employees may use company bicycles and shared electric cars for business trips. No conditions apply to the use of company bicycles. Report to the reception of the location and you will usually be able to collect your bike immediately.

To use a shared electric car, you must register once and sign a user agreement. Find out more at iAvans under [Sustainable means of transport](#).

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# 3. WHAT HAPPENS WHEN THE RULES ARE BROKEN

All Avans employees and students are expected to set an example and call others to account for undesirable behaviour or the improper use or misuse of facilities.

Improper use means using a facility in a way other than that for which it is intended.

Misuse means that you:

- are endangering the actual facility itself.
- are breaching laws or socially accepted ethical standards that apply at Avans.

Lecturers, invigilators, location service department employees, reception staff, ICT support employees, and ICT administrators all ensure that rules are not broken. If you do break any of the house rules, they are authorised to instruct you to modify your behaviour or to leave the room, the building, or the entire premises. If you fail to do so, you will have to prove your identity. The employee will then immediately inform the management of your school. The management will then decide what disciplinary measure or sanction to impose.

Disciplinary measures and sanctions may consist of the following:

- for students, a warning, a reprimand, a transfer, an additional task, or suspension. The management may also ban you from entering our premises for up to one year. Only the Executive Board has the power to suspend or terminate your enrolment, as referred to in Article 8.5. paragraph 4 of the [Student Charter](#). Read also the [Protocol for student sanctions and disciplinary measures](#) on iAvans.
- for employees: a warning, and possibly a disciplinary measure as referred to in the Collective Labour Agreement for Higher Professional Education ([CAO-HBO](#)).
- for visitors, a warning and, in the event of any repetition, removal from or subsequent denial of access to our buildings.

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### 3.1 Monitoring the use of ICT facilities

If we suspect misuse of ICT facilities, the Facility Management and ICT Unit (DIF) management is authorised to view, copy, or delete messages intended for or sent by users. DIF may not disclose the content, nature, or purport of these messages.

We want everyone to be able to use a safe and secure ICT environment, and for this reason we do all we can to prevent misuse.

Immediate checks on your working environment may be carried out if:

- there is clear evidence that you are seriously misusing the ICT facilities.
- you are not observing the house rules.
- you are causing technical problems.

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# 4. FINALLY

## 4.1 Questions and complaints

If you have any questions or complaints about these house rules, you should contact the [Service Point](#).

## 4.2 If the house rules do not cover your situation

There are times when the house rules do not cover your situation. This could be because there is more than one way in which a particular rule can be interpreted, for example. In such case, the Avans Executive Board will give a ruling.

## 4.3 You can find the house rules here

These house rules are available on [iAvans](#) and [Student Info](#). If any of the house rules are amended, DIF will inform the schools and service departments.

## 4.4 Validity and amendments

This version of the house rules enters into force on 22 March 2022 and shall remain valid until a new version has been adopted by the Executive Board. This document will be amended every year, as necessary.

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## 4.5 Definitions

- **Avans University of Applied Sciences/Avans:** The institution (university of applied sciences) based on and upheld by the Avans Foundation.
- **Executive Board:** The board of Avans University of Applied Sciences and the board of the Avans Foundation.
- **DIF:** The Facility Management & ICT Unit.
- **User:** Any student, employee, visitor, or other party that uses the facilities and amenities at Avans University of Applied Sciences.
- **Supplier:** Any party providing goods or services to Avans University of Applied Sciences or on behalf of Avans University of Applied Sciences to employees and students.
- **Employee:** Any person who, based on an employment agreement under civil law, is employed by Avans University of Applied Sciences. Anyone seconded to Avans University of Applied Sciences on the basis of a temporary employment agency, internship, or secondment agreement, service contract, or in any other way, is also deemed to be an employee.
- **Classroom:** Any room in which teaching takes place, including classrooms, lecture halls, project rooms, and study landscapes.
- **Service Point:** An online location at Avans University of Applied Sciences where you can report breakdowns and other incidents, ask for information, and submit applications and requests.
- **Student:** Anyone enrolled as a student at Avans University of Applied Sciences.
- **Student Charter:** The Avans University of Applied Sciences Student Charter referred to in Article 7.59 of the Higher Education and Research Act. This lays down the rights and obligations of enrolled students.
- **Xplora:** The Learning Centre of Avans University of Applied Sciences.

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