

Code of Conduct and disciplinary measures

Article 1. Scope

1. Codes of Conduct apply to ensure the smooth running of operations within The Hague University of Applied Sciences. The codes of conduct apply to students, staff members and visitors present in the buildings or on the sites used by The Hague University of Applied Sciences. If the degree programme activities take place outside the buildings and grounds of The Hague University of Applied Sciences, including online education and testing, the rules apply *mutatis mutandis*, where applicable. The Codes of Conduct have been designed to contribute to a good working, study and social environment.
2. Students must follow the directions given by Security, staff and invigilators concerning the use of the building and comply with the code of conduct at all times.
3. The following codes of conduct apply within The Hague University of Applied Sciences:
 - a. university-wide code of conduct: these rules apply to all students, staff members and visitors.
 - b. Codes of conduct relating to the faculty, degree programme and campus: these only apply to students, staff, and visitors to a faculty or degree programme or a specific campus respectively, and
 - c. rules for the use of the library as well as the ICT facilities, including telephony and audiovisual equipment, as specified in the Library Regulations and ICT Regulations respectively. Rules for handling personal data are laid down in the Privacy Regulations.

Article 2. University-wide codes of conduct

1. Anyone who is present on a site or in any of the buildings of The Hague University of Applied Sciences must:
 - a. prevent situations in which direct or indirect harm is caused to the University, employees, students and third parties present at The Hague University of Applied Sciences
 - b. refrain from violating the rights of the University or persons listed in part a of this paragraph above
 - c. refrain from acting in breach of any statutory obligation or obligations arising from regulations applicable to The Hague University of Applied Sciences
 - d. refrain from acting contrary to what is commonly considered proper according to unwritten law.
2. For security, communication and identification purposes, clothing covering the face, such as a balaclava, a veil, a burka or niqab, is not permitted to be worn inside the buildings, on University sites or in examination venues.
3. The possession and/or the use of drugs is not permitted.
4. The possession of weapons or objects whose shape and dimensions bear a striking resemblance to weapons of any nature whatsoever is prohibited within the University.
5. Security at The Hague University of Applied Sciences has the right to check the contents of bags, backpacks, etc.

Article 2a Rules of Conduct for Online Education

1. **Camera usage:** Lecturers are required to turn on their cameras during online lessons and to appear on screen. Exceptions to this rule are only possible with the prior permission of the manager.
Students are required to turn on their camera and appear on screen whenever the lecturer asks them to do so and the lesson is not recorded. Students who do not wish to appear on screen for any serious reason must ask their lecturer for permission to leave the camera switched off during the lesson.
2. **Background and background noise:** The background and any background noise may not disturb the lesson. The background must be neutral, not visible or blurred.
3. **Recordings:** Only lecturers are allowed to make recordings of the lessons. Students will be informed in advance and will not be visible (or audible) during the recording.

Recordings may be made available to students, but must remain within the (online) environment of the university of applied sciences. Under no circumstances may the recordings be distributed outside the university of applied sciences, published online or made available to third parties by staff members or students.

Students may not make recordings or screenshots of the lessons, not even for personal use.

One exception applies to students with a disability or due to special personal circumstances. In these cases, students can ask the student counsellor for the provision 'recording lectures'.

4. Dress code: Article 2, section 2 applies accordingly to lessons given online.

Article 2b Rules of Conduct for Online Meetings

1. The Rules of Conduct for Online Education as mentioned in article 2a also apply to online meetings, as far as they do not exclusively concern lesson situations.
2. No recordings may be made of online meetings unless all those present give their express consent and the purpose and further use of the recordings is known in advance to all those present.

Article 3. Access and identification

1. Students are only permitted inside the building outside the normal opening hours after having obtained written permission from the Facilities & IT Department of The Hague University of Applied Sciences and after having registered and presented proof of their identity to the Central Reception or Security. The opening hours of the various campuses can be found on the Portal.
2. Students, staff members and visitors must be able to present a valid proof of identity upon request when inside the buildings and on the premises. Students must also be able to show a valid student ID card. Any person who fails to comply with such a request may be denied access to the building.
3. Students and staff are responsible for ensuring that the Administrative Office at The Hague University of Applied Sciences has their correct personal details. Students must advise the Enrolment Centre of any change of address via Studielink as soon as possible; employees must report any change of address to HRM.

Article 4. Use of a site

1. A smoking ban applies in all of the University's buildings. This prohibition extends to e-cigarettes and other forms of e-smoking. A smoking ban also applies outside of the buildings within the non-smoking areas indicated by white lines, which can be recognised by the 'no smoking' symbol. Smoke coaches monitor this.
2. Pets are not permitted to be taken inside the buildings, with the exception of working dogs, such as guide dogs for the blind.
3. After 4 p.m., alcohol may be served and consumed in the events rooms designated for this purpose, such as to celebrate a graduation or for a leaving party. Under no circumstances whatsoever may a student, member of staff or visitor bring alcohol to The Hague University of Applied Sciences. Persons under the age of 18 are not permitted under any circumstances to consume, or be in possession of, alcohol.
4. Students and employees themselves are not permitted to make any technical or structural changes to any spaces inside The Hague University of Applied Sciences. Requests for changes may be submitted via the Facilities & IT Department's iFrontoffice service.
5. Students and employees themselves are not permitted to duplicate keys or Campus Cards for the buildings. On request, additional Campus Cards and/or access rights can be requested via the contact person within the faculty/department via the Facilities & IT Department's iFrontoffice service.
6. University property must not be removed from the University without permission.
7. Lost property should be handed in at Security and/or Reception of the building in which it is found. Property handed in may be collected within 1 month by the lawful owner, and thereafter may be passed to the municipality.

8. Rooms must be left in a tidy and clean state: tables and chairs must be put in their correct places according to the instruction stated on site, whiteboards must be wiped clean, and users must log out of, but not switch off, computers and smartboards.
9. Apart from toilet cubicles, rooms may not be locked from the inside.
10. The use of inline skates/roller skates, skateboards, etc. to travel within the buildings of The Hague University of Applied Sciences is prohibited.

Article 5. Use of facilities at a site

1. Facilities for the disabled in the buildings are only to be used by the disabled.
2. To prevent pollution and damage to equipment and teaching materials, eating and drinking is prohibited in the teaching and IT spaces as well as in libraries and at workplaces
3. Furniture is not to be moved from one space to another, nor are items of furniture or other goods to be placed in stairwells, corridors and circulation spaces.
4. The use of one's own household appliances such as coffee makers, kettles and sandwich toasters is not permitted. The use of portable audio equipment and equipment causing noise nuisance to fellow users is prohibited.
5. Advertising posters and similar materials may only be displayed on the shared noticeboards and/or distributed inside the buildings once the materials in question have been checked and approved by the Facilities & IT Department's Frontoffice service.. Posters displayed without permission, or which are hung up by means of drilling holes or nailing will be removed. Posters should be provided with a date stamp, this can be obtained from the Facilities & IT Department's Frontoffice service.
6. Due care should be taken when using equipment, objects, computer facilities and suchlike that are the property of The Hague University of Applied Sciences or third parties. In the event the property described above is lost, vandalised or damaged and the student is to blame, the incident must be reported to Security and the loss resulting therefrom may be recovered from the person who caused the damage.
7. Permission is required from the Executive Board in order to produce image and/or audio recordings within the University or on the University's sites, or in or on a facility being used by the University, unless it concerns an education-related activity. This permission may be requested and obtained via the press office of The Hague University of Applied Sciences. In the event that image and/or audio recordings are made without permission from the Executive Board, the persons responsible may be denied access to the building, site, or facility being used by the University.

Artikel 6. Activities

1. Prior permission is required from the F&IT department for the use of University facilities other than for normal education, research or work purposes.
2. Activities that are not organised by a degree programme, faculty or an organic organisational component of the University in public or communal rooms must be registered in advance with Team Campus. See Intranet > [Home](#) > [Serviceplein \[services page\]](#) > Campus Student Life & Sports. These activities may only be carried out after the University has granted permission to do so, provided the required spaces are available. Rules and procedures have been laid down for noise disturbance and catering activities.
3. Prior permission is required from the Executive Board for holding collections, the sale of raffle tickets and other special activities.

Article 7. Security

1. All persons present at The Hague University of Applied Sciences are responsible for security in the buildings.
2. In cases of emergency, students must follow the instructions provided in all areas of the buildings and on the Services page of the Student and Staff portals. In the event of an evacuation alarm, all persons present in a building must leave it immediately using the nearest emergency exit. Please

refer to the emergency routes plan and the instruction video on the portal. All directions given by The Hague University of Applied Sciences Emergency Response Team (BHV) and Security must be followed promptly.

3. The use of fire alarms, extinguishers, emergency telephones in lifts, and emergency exits is only permitted in the event of an emergency.
4. Emergencies such as accidents, hazardous situations, vandalism and theft in or around the buildings must immediately be reported to Security and/or Reception of the relevant building.
5. There are a number of banks of lockers placed around the University to store personal property. The Hague University of Applied Sciences accepts no liability for the loss or theft of personal property.
6. The Hague University of Applied Sciences has security cameras covering internal and external areas on the University site. The recorded images will be saved for a maximum of 4 weeks, unless there are legitimate reasons to save them longer.

Article 8. Parking

1. Cars are not permitted to be parked outside the designated parking areas (including the covered car parks and parking spaces).
2. Bicycles are only permitted to be placed in the designated bicycle basements and sheds. The bike basement storage also has two parking spots for mobility scooters, a parking space for carrier bicycles and a charge station for electric bicycles. Mopeds may only be parked in designated parking facilities, not in the bicycle basement. It is not permitted to park bicycles and/or mopeds outside of the designated parking facilities. In the event of violation, without prejudice to other measures, The Hague University of Applied Sciences has the right to remove or have the means of transport removed. Bicycles and mopeds can be removed if they are left unattended and unused in the bicycle cellar or shed for more than three months.
3. The Hague University of Applied Sciences is not liable for loss or theft or any other damage arising from parking or storing any means of transport.

Article 9. Intellectual property rights

1. Students and staff are obliged to observe copyright protection when using works by other persons. The copyright restriction is usually stated on the first few pages of a work.
2. Further information on the statutory rules concerning reproduction of existing texts and images by means of photocopy or otherwise, is available at the following website: www.auteursrechten.nl.
3. Any claims submitted to The Hague University of Applied Sciences arising from copyright infringement will be recovered from the infringer.
4. The student is the copyright owner of works he or she has created, such as theses, papers, reports and suchlike, unless other agreements have been made in this regard.

Article 10. Liability in the event of damage

If someone causes damage to the inventory and/or a building of The Hague University of Applied Sciences, he/she must report it personally to Security or the reception desk of the campus in question. In the case of damage caused by wilful intent or gross negligence or that results from improper or unauthorised use, the person who caused the damage may be held liable.

Article 11. Disciplinary measures

1. In the event of a violation of any articles in this Chapter, the Executive Board or the dean or authorised staff members may take measures.
2. The measures for employees are in accordance with the provisions of the Collective Labour Agreement for universities of applied sciences.

3. Measures for students and third parties may include
 - a. a written warning
 - b. denial of access to certain classes
 - c. denial of use of facilities
 - d. denial of access to buildings and sites
 - e. prohibition of use of ICT facilities
 - f. obligation to return goods placed under management, and/or
 - g. blocking the account providing access to the network.
4. A measure may be imposed in combination with one or more other measures, and measures b to g inclusive in the above paragraph shall apply for up a maximum of one year.
5. If the student or third party who has violated the rules causes severe nuisance within the buildings and sites and continues to do so even after having received a demand from or on behalf of the Executive Board, the Executive Board will permanently deny access to the person concerned and/or permanently terminate the latter's enrolment.
6. In the case of theft, fraud or any other criminal offence, it may be decided by or on behalf of the Executive Board to report incidents to the police.
7. Without prejudice to the provisions in this article, if any rule in the Library Regulations or the ICT Regulations is violated, the authorised persons may ask the Dean of Faculty concerned to take action against the offender, including:
 - a. denying the offender access to the library and the services and facilities provided by the library for a maximum period of one year;
 - b. denying the offender access to the computer rooms, the use of IT and audiovisual equipment and the use of the services offered on the computer network for a maximum period of one year.
8. A measure will not be taken until such time as the offender has been offered the opportunity to be heard. The offender may enlist the assistance of a counsellor for this purpose.
9. In taking a decision to impose a measure, the Executive Board, Dean or suitably authorised officers will communicate the reasons for doing so to the offender within two weeks after the day on which the decision was taken.
10. As a temporary measure in extremely serious situations, the Executive Board, Dean or suitably authorised officers may refuse a student, staff member or visitor access to the buildings, sites and facilities with immediate effect or deny access for a period of no more than 14 days. Once the offender has been heard, the temporary measure will become permanent and the ultimate duration thereof will be determined.
11. In the case of a severe violation of the ICT Regulations and in cases of urgency, post holders designated by the director of F&IT may take immediate measures to stop the violation before taking a measure, temporary or otherwise. The director of F&IT will notify the Dean of Faculty concerned or the Director of Services, as well as the Executive Board, of the measure taken without delay. These measures may include:
 - a. promptly blocking or removing the prohibited or offensive material;
 - b. cancelling the access code with immediate effect.

Article 12. Evaluation and amendment

The F&IT department is responsible for the regular evaluation of these regulations. The evaluation takes place at least once every three years.

Article 13. Entry into force

1. These regulations go into effect at the start of the 2021-2022 academic year.
2. These regulations may be referred to as "Code of Conduct and Disciplinary Measures".

