

Code of conduct and Disciplinary Measures

Article 1. Scope

1. The rules of conduct apply to students, staff members and visitors present in the buildings or on the grounds used by THUAS (both physical and online)
2. Always follow instructions from the people enforcing these conduct and order measures.

Article 2. University-Wide Rules of Conduct

1. Anyone present on the grounds or in any of the buildings of THUAS or participates in educational activities or other activities of the university of applied sciences outside the premises or buildings of the institution must:
 - a. prevent situations in which direct or indirect harm is caused to the university, employees, students and third parties present at THUAS;
 - b. refrain from violating the rights of the university or persons;
 - c. refrain from acting in breach of any statutory obligation or obligations arising from regulations applicable to THUAS;
 - d. refrain from acting contrary to the generally accepted standards of behaviour.
 - e. contribute to a safe learning and working environment by not exhibiting inappropriate behaviour as described in the Inappropriate Behaviour regulation, and by addressing it in others. This includes such things as bullying, aggression and violence, sexual harassment and discrimination.
2. For security, communication and identification purposes, wearing clothing covering the face is not permitted.
3. The possession and/or the use of narcotics or (fake) weapons is not permitted.
4. Security at THUAS has the right to check the contents of bags, backpacks, etc.

Article 2A. Rules of Conduct for Online Education and Online Meetings

1. Camera usage: employees and students are required to turn on their cameras during online lessons/meetings and to appear on screen. Exceptions to this rule are only possible with the prior permission of respectively the manager or lecturer.
2. The background and any background noise may not disturb the lesson.
3. Recordings: Only lecturers are allowed to make recordings of the lessons. Under no circumstances may the recordings be distributed outside the college or given to third parties. Students may not make recordings or screenshots of the lessons, not even for personal use with an exception for students with a disability or personal circumstances, subject to approval from a lecturer or responsible staff member.
4. No recordings may be made of online meetings unless all those present give their express consent and provided the purpose and further use of the recordings are known in advance to all those present.

Article 3. Access and Identification

1. It is only permitted to be present in the buildings of THUAS outside regular opening hours with written permission from the Department of Facilities & IT
2. When present in the buildings and grounds of THUAS, a valid ID must be shown upon request. Students must also show their valid college ID card. Failure to comply with such a request may result in denial of access to the building. Visitors are only permitted with a valid reason.
3. You are responsible for ensuring that THUAS Administrative Office has your correct personal data.

Article 4. Use of a Site

1. You may not smoke (electric) or vape in the college buildings and near the entrance.
2. You do not bring pets, with the exception of assistance dogs.
3. After 4 p.m., alcohol may be served and consumed in the events spaces designated for this purpose, such as to celebrate a graduation or for a leaving party. Under no circumstances may a person bring alcohol to the university. Persons under the age of 18 are not permitted to consume, or be in possession of, alcohol.
4. You may not make alterations to university spaces
5. You may not duplicate keys to the buildings or the Campus Card.
6. You are not allowed to take university property without permission.

7. Lost property should be handed in at security and/or the reception desk of the building in which it is found. Property handed in may be collected within one month by the lawful owner and can thereafter be passed to the municipality or disposed of.
8. Spaces must be left in a tidy and clean state.
9. Apart from toilet cubicles, nursing room and resting room, rooms may not be locked from the inside.
10. The use of inline skates/roller skates, skateboards, etc. within the buildings of THUAS is prohibited.

Article 5. Use of Facilities at a Site

1. Facilities for disabled persons in the buildings are only to be used by those disabled persons.
2. To prevent pollution, pests and damage to equipment and teaching materials, eating and drinking is only allowed in public areas.
3. To prevent pollution, pests, and damage to equipment and learning materials, eating and drinking are only permitted in public areas.
4. It is not permitted to move furniture from one room to another.
5. It is not permitted to place furniture or other items in stairwells, corridors, or passageways.
6. The use of personal household appliances such as coffee makers, kettles, and sandwich makers is not permitted. Portable audio equipment is only allowed for personal use (e.g. earbuds) without causing disturbance to others.
7. Posters may not be displayed without permission from the F&IT department; otherwise, they will be removed.
8. Use equipment, items, computer facilities, and similar property of the university of applied sciences or third parties with care. Report any loss, destruction, or damage to security.
9. When making visual and/or audio recordings within the (premises of the) university of applied sciences, obtain permission from the person being recorded. For media purposes, permission is required from the Executive Board via The Hague University of Applied Sciences' press officer.

Article 6. Activities

1. Prior permission is required from the Lighthouse & Events for the use of university facilities other than for normal education, research or work purposes.
2. Student activities that are not organized by an organizational unit of the school itself must have prior approval from Team Campus.
3. Prior permission is required from the Executive Board (requested through Team Campus) for holding collections, the sale of raffle tickets and other special activities of students.

Article 7. Safety

1. All persons present at THUAS are responsible for both their own safety and the safety of others.
2. Disturbances and emergencies such as accidents, suspicious and/or dangerous situations, aggression, inappropriate behaviour, vandalism and theft in or around the buildings must be reported to security and/or the reception desk of the respective building, without delay.
3. The emergency instructions can be found in every user area or on the intranet.
4. All persons present are required to familiarize themselves with the emergency instructions and to follow them in the event of an emergency.
5. In the event of an evacuation alarm, all persons present in the building must immediately leave the building via the nearest emergency exit. Please refer to the evacuation route map and the instructional video on the portal. All staff members have a role in the evacuation process.
6. The use of fire alarms, extinguishers, emergency telephones/buttons in lifts, and emergency exits is only permitted in the event of an emergency.
7. There are a number of lockers placed around the university for the safekeeping of personal property. THUAS accepts no liability for the loss or theft of personal property.
8. THUAS has security cameras covering internal and external areas on the university premises. The recorded images will be saved for a maximum of four weeks, unless there are legitimate reasons for a longer retention period.

Article 8. Parking

1. Parking cars outside the designated parking areas is not permitted.

2. The parking of bicycles, mopeds or motorcycles outside the designated racks is not permitted. In case of violations, the university is entitled to remove the means of transport (or have them removed). Bicycles will be removed if they remain unattended and unused in the bicycle basement or storage area for more than three months.
3. The university 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. When using the works of others (for example, test papers or other educational materials), the student or staff member is obliged to observe copyright protection. Further information is available on the website [Copyright and Plagiarism | The Hague University of Applied Sciences](#).
2. Any copyright infringement claims submitted to the university will be recovered from the person involved.
3. The student is the copyright owner of works they have created, such as theses, projects, 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 THUAS, the person responsible must report the damage personally to security or at the reception desk of the campus in question. In the case of damage caused by deliberate 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, the faculty director, a director of a service department, leading lector or security may take measures.
2. The measures for employees are in accordance with the provisions of the Collective Labour Agreement for Higher Professional Education.
3. Measures for students and third parties may include:
 - a. a written warning;
 - b. a suspension for attending certain classes or a course of study or taking a test and/or examination
 - c. denial of use of facilities;
 - d. denial of access to buildings and grounds;
 - e. prohibition on the 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 in the above paragraph shall apply for a maximum of one year.
5. A measure concerning a student or staff member shall not be imposed until the offender has been given the opportunity to be heard. The offender may be assisted by a legal representative.
6. A decision by the Executive Board or by the faculty or service director or leading lector to impose a measure shall be communicated to the offender as soon as possible, but no later than two weeks after the decision has been taken, stating the reasons.
7. In very serious situations, the Executive Board or the faculty or service director, leading lector, or security may, as a temporary measure, immediately deny or revoke a student's or staff member's access to buildings, premises, and facilities for a maximum period of 14 days. After the offender has been given the opportunity to be heard, the measure may become final and the definitive duration will be determined.
8. The university's security is authorized to immediately deny access to the buildings to third parties (not being students or staff members) who cause disturbance and/or violate the regulations, for a maximum period of one year. The Head of Security or the Deputy Director of Finance & IT will be informed of this decision.
9. If a student, staff member, or third party who violates the regulations fails to cease the violation after a warning by or on behalf of the Executive Board, the Executive Board may decide to permanently deny access and/or permanently terminate the enrolment.
10. A warning as referred to in the previous paragraph may be omitted if the violation, by its nature or circumstances, is so serious that the immediate imposition of a measure is justified. In cases of theft, fraud, or another criminal offence, a report may be filed with the police by or on behalf of the Executive Board.

Article 12. Evaluation and Amendment

1. The Facilities & IT department evaluates this regulations at least once every three years or earlier if adjustments are necessary.

Article 13. Entry Into Force

1. These regulations enter into force at the start of the 2024-2025 academic year.
2. These regulations may be referred to as 'Code of Conduct and Disciplinary Measures'.