

University of
Applied Sciences



Windesheim

Windesheim House Rules

In the event of discrepancies or ambiguity between the original Dutch version of this document and the English translation presented here, the Dutch text shall prevail.

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1. Introduction

Windesheim strives to ensure the smooth running of affairs as well as safety in the buildings and on the premises of the university of applied sciences. This also applies to the use of ICT facilities. To ensure optimum use of all provisions, at the Zwolle as well as the Almere location, a set of rules has been drawn up, i.e. the Windesheim House Rules. These rules specify in further detail the issues referred to in the Appropriate Conduct Policy Document. The House Rules apply to all students and staff. In addition, the House Rules also apply to guests, visitors and others who are in the buildings or on the premises of the university or who make use of the facilities provided by Windesheim; they are hereinafter collectively referred to as 'guests'. Generally accepted manners in the Netherlands are to be observed at Windesheim.

2. General

2.1 Instructions and identification

1. Instructions can be given by the caretakers, who can be identified by their occupational clothing, as well as by other authorized individuals appointed by Windesheim.
2. Anyone present in the buildings or on the premises of Windesheim shall be able to identify themselves by means of legal proof of identity, e.g. a valid passport, driving licence or identity card.
3. A caretaker is authorized to ask anyone failing to present either a student ID card or an identity document to leave the Windesheim buildings and premises. Access to ICT facilities provided by or on behalf of Windesheim may be blocked if the person concerned is unable to identify himself as an authorized user.

2.2 Calamities

1. Calamities such as accidents, dangerous situations, vandalism and theft in or around the buildings are to be reported immediately, either by calling the emergency number of one's current location as stated on the website, or to the reception desk or one of the caretakers.
2. In the event of an evacuation signal, everyone present in a building must leave immediately, taking the nearest emergency exit. The instructions of the emergency response team (BHV) are to be followed properly and quickly.
3. To enable a quick and safe escape in case of calamities, the escape routes must at all times remain clear.

3. Dealing with each other

3.1 General

Any individual present on the Windesheim premises or in the Windesheim buildings shall prevent:

- a. damage being caused to Windesheim, its employees, students and guests present at Windesheim, either directly or indirectly;
- b. the rights of Windesheim, its employees, students or third parties being violated;
- c. any action in violation of any legal obligation or obligations arising from regulations in effect at Windesheim.

3.2 Working Conditions

Based on the Working Conditions Act, every individual is obliged to:

- a. observe due caution in work and study;
- b. keep himself informed of the (safety) regulations applicable within Windesheim;
- c. make appropriate use of the safety provisions applied and wear and/or apply the required protection gear;
- d. report any unsafe and/or unhealthy work situations to the Health and Safety Coordinator, to the Safety Reporting and Advice Office (veiligheid@windesheim.nl or 088-4698800) or to the Director of Operational Services.

3.3 Pets and Other Animals

It is prohibited to take pets and/or other animals into the Windesheim buildings. Exceptions are guide dogs and/or assistance dogs.

3.4 Food and Drinks

1. Eating and drinking (except for water) is not allowed in the classrooms if no other arrangements have been made previously with the lecturer concerned. Eating and drinking is allowed in the school restaurants and social meeting areas. Specific rules on eating and drinking may apply during tests. If no lecturer is present, arrangements are made with a caretaker.
2. Waste is to be disposed of in separate bins and tables left clean after use. Litter bins (indoors) and refuse containers (outdoors) are available for waste removal.
3. Alcohol consumption is prohibited in the buildings. Exceptions are exempted locations as well as events, parties and receptions. The policy is elaborated in the [CvB Decision on Alcohol Policy](#).

3.5 Smoking

1. As of 1 August 2020, there is a complete ban on smoking in effect in all buildings and everywhere on the premises of Windesheim. This ban also covers e-cigarettes.
2. Until 1 August 2020, there is a complete ban on smoking in effect in all Windesheim buildings and, outside the buildings, a ban on smoking at all entrances to the buildings and on the terraces. The no-smoking areas near the entrances are marked off with white lines and recognizable by the 'no smoking' symbol. This ban also covers e-cigarettes.

3.6 Drugs and weapons

In the buildings and on the premises of Windesheim it is prohibited to possess, use or trade drugs. The same applies to weapons or objects resembling weapons.

4. Dealing with physical environment and property

4.1 Buildings and premises

1. During opening hours at Windesheim all buildings and premises are accessible to Windesheim students, employees and guests. Unauthorized individuals are not allowed access.
2. Outside opening hours, access to buildings is allowed only in the presence of a caretaker or a staff member with security tasks.
3. Meetings outside regular educational or work situations are subject to prior approval from the director of Operational Services.
4. If an individual causes damage to any furniture, equipment and/or building at Windesheim, he is to report this in person to the caretaker. For damage caused by

demonstrable culpable acts (or omissions) of a student, staff member or guest, the person who caused the damage may be held liable.

5. Camera surveillance is used in the buildings and on the premises of Windesheim, for various reasons including theft prevention. The camera policy is laid down in the Camera Surveillance Protocol.

4.2 Personal Possessions

1. Windesheim does not accept any liability whatsoever for theft, loss, destruction, damage and/or misuse of personal belongings of students, employees and/or guests in its buildings and/or on its premises. In various locations at Windesheim lockers are available for protection of personal belongings.
2. Found objects are to be handed in at the Central Service Desk in the C building for the Zwolle location, or at the reception desk in the building for the Almere location. Found objects that are handed in are kept for one year, during which time they may be collected by the owner.
3. It is not permitted to take clothing, bags or other items into the classrooms that may interfere with an educational or test-taking process. The lecturer or invigilator decides whether an item may be taken into the classroom. Wardrobes (to be used at the user's own risk) are available at various locations at the university.

4.3 Bicycles and cars

1. Bicycles may be parked in the buildings' bicycle sheds only. Bicycles parked outside the bicycle sheds may be removed.
2. Permanent parking of bicycles is not allowed. Bicycles will be labelled when they have been left in the same place in the bicycle shed for a long time. Bicycles still parked in the shed two weeks after labelling may be removed.
3. Parking of mopeds and motorcycles is allowed in specially designated areas only.
4. Cars may be parked in specially designated parking areas only. Cars parked outside these designated parking areas may be provided with a wheel clamp or towed away.

4.4 Media Centre

1. The Media Centre is the location where all physical and digital educational tools are provided, such as books, magazines, image and sound carriers, all digital databases with corresponding audio-visual equipment and other media provisions.
2. Regulations adopted by Windesheim, including the Media Centre [User Regulations](#), are to be observed.

4.5 Intellectual Property Rights

1. It is prohibited to violate the intellectual property rights of any other person.
2. Multiplication of copyright-protected works, including books, brochures, newspapers and other documents, without consent is not deemed to violate copyright, provided that such multiplication:
 - a. takes place on a limited scale;
 - b. is done solely for personal use or for the personal use of the individual making the copies or ordering the copies to be made;
 - c. covers only a part of the work.
3. Anyone who violates the intellectual property rights of any other person, may be held liable by Windesheim for compensation of damages suffered by Windesheim as a result.

4.6 Fundraising and Advertising

1. Fundraising drives, the selling of lottery tickets and other recruitment or commercial activities are subject to prior approval from the Executive Board.
2. Putting up posters on the general bulletin boards and/or handing out promotion materials inside the buildings is allowed only after prior permission from a caretaker. Posters put up without permission may be removed.

4.7 Concluding contracts with third parties

1. Without permission by or on behalf of Windesheim's Executive Board it is prohibited to conclude a contract with any third party that involves or may involve obligations for Windesheim. This prohibition does not apply to individuals acting within the limits of their authority.
2. Any individual or legal person acting in violation of the previous point may be held liable either individually or as a legal person by Windesheim's Executive Board for any adverse consequences resulting therefrom for Windesheim.

5. Dealing with digital data

5.1 ICT Facilities

1. The ICT facilities provided by Windesheim are intended to be used for activities that are necessary and/or desired in the interest of study or work at Windesheim.
2. ICT regulations and rules concerning the use of ICT facilities adopted by Windesheim are to be observed.

6. Observance

6.1 Supervision

1. In observing the House Rules, all Windesheim staff and students play exemplary roles and are to call others to account for inappropriate conduct.
2. All those present at Windesheim are responsible for safety inside the buildings and on the premises. The caretakers and emergency response team (BHV) focus more specifically on fire safety, identifying defects in buildings and keeping emergency exits and escape routes free.

6.2 Written Instructions and Measures

1. Anyone may receive an explicit written instruction concerning their conduct issued by or on behalf of Windesheim's Executive Board. If such an instruction is issued on behalf of the Executive Board, the Board is duly notified thereof. Prior to the instruction being issued, the individual in question is given the opportunity to explain his position.
2. If the House Rules are violated, Windesheim's Executive Board may decide to take measures. Prior to deciding on a measure to be taken, the Executive Board will enable the individual in question to be heard.
3. The measure to be taken may consist of the following:
 - 3.1 General: for a maximum period of two weeks and with immediate effect an individual is denied access to buildings and premises, may not use ICT facilities and his/her access to the network is blocked.
 - 3.2 For personnel: measures are in accordance with the provisions of the Collective Labour Agreement for universities of applied sciences (cao-hbo).
 - 3.3 For students and guests:

- a. a written warning;
 - b. denial of access to certain classes;
 - c. denial of access to certain provisions;
 - d. denial of access to the buildings and premises
 - e. a ban on the use of ICT facilities;
 - f. an obligation to return entrusted items, and/or
 - g. blocking of the account by which the student has access to the network.
4. A measure may be imposed in combination with one or several other measures and is valid for a maximum period of one year as regards the measures specified in items b through g under 3.3 above. A measure may be imposed conditionally: it will not be implemented if and so long as the individual in question abides by the stated terms. The person in question may be permanently denied access to and use of facilities, or his registration may be permanently terminated, if he has caused serious nuisance on the premises, in the buildings or at the facilities and has not ceased this nuisance even after a request by the Executive Board.
 5. Theft, fraud or any other punishable offence may be reported to the police by or on behalf of the Executive Board.
 6. A decision to impose a measure shall be motivated and communicated to the offender within two weeks from the day the decision was taken.
 7. (External) students have legal protection pursuant to the Higher Education and Research Act (WHW) and the Students' Charter.
 8. Staff members have legal protection pursuant to the Collective Labour Agreement for universities of applied sciences (cao-hbo) and the Staff Grievance Procedure.

7. Concluding provisions

1. Evaluations of the House Rules shall be held at least triennially.
2. Any amendment of these House Rules shall be adopted by Windesheim's Executive Board.
3. These House Rules shall be effective as from 1 July 2020 and replace the House Rules adopted in Decision 810.

Adopted in Decision 2020-026 of Windesheim's Executive Board on 25 May 2020.