

Our house rules

The University Preparation Programme is a community, in which everybody would like to feel comfortable.

During the COVID-19 pandemic VWU is obligated to enable its students and staff to study and work in a safe and successful way by providing suitable hygiene and security guidelines. Therefore we need certain rules – please abide by them. Thank you!

Access



On days when classes are held the building is open from 8 am until 6 pm from Monday to Friday.

External people may only be in the building with permission of VWU.

Hygiene COVID-19

- If you feel ill (experiencing symptoms, which may suggest a COVID-19 infection¹), please stay at home. If you are not sure, please stay at home as well.
- If you were tested positive for COVID-19, irrespective of whether you have symptoms or not, please stay at home. COVID-19 is an excuse (a confirmation is necessary as proof, please send it via email to vwu@vwu.at).
- If you came into contact with an infected person, please wear a FFP2 mask for at least 5 days and get PCR tested afterwards.
- We urgently recommend wearing a FFP2 mask within the premises of VWU.
- Disinfect your hands or wash them for at least 30 seconds upon entering the building. Wash your hands several times a day.
- Outside of your classroom, keep a distance of at least 1.5 meters to other people. In the classroom, keep as much distance to other people as possible.
- Do not gather in groups in the corridors or staircases during breaks, as well as before and after class.
- Our staff is asked to air classrooms and corridors regularly (also in winter at low outside temperatures). Thus, please dress accordingly, for example in a coat or jacket for class.

Cleanliness



and keeping things in good condition are very important when it comes to things we all use. Therefore please note:

- smoking is prohibited in the entire building and on all terraces. Please only smoke in front of the house next to staircase 3 (access on the 1st floor).
- garbage is not to be left, but separated for recycling purposes and disposed of in the proper containers.
- everything has to be kept clean – also the walls!
- spitting is not allowed – neither in the building, nor on or from the terraces.
- it is prohibited to break things on purpose.

¹ The Federal Ministry for Social Affairs, Health, Care and Consumer Protection announces the symptoms of a possible COVID-19 disease and the definition of a suspected COVID-19 case: Every form of an acute respiratory infection (with or without fever) with at least one of the following symptoms for which there is no other plausible cause: a cough, sore throat, shortness of breath, catarrh in the upper respiratory tract, sudden loss of the sense of taste/smell.

<https://www.sozialministerium.at/en/>

Quietude



- and consideration distinguish our VWU-community. Therefore we ask you:
- not to do anything that could disturb peace and order in the building (e.g. shouting, loud music, ...).
 - not to do video or audio recording within the building.
 - to take pictures or record videos in class only if the teacher agrees to it.
 - to respect the prohibition of all activities with no relation to classes within the building.
 - safe energy and water.

Together



we watch out for possible dangers, such as fires, accidents or theft. We ask you:

- not to remove or damage security information or equipment (e.g. signs indicating escape routes, fire extinguishers, ...).
- to report damages to teachers or the office staff.
- to watch valuables – VWU assumes no liability.
- not to drink alcohol, use drugs or bring along animals or weapons.

You



need permission of the head of VWU if you:

- hang up posters or other information.
Important: each notice has to bear your name.
- sell things for commercial purposes.
- collect money.

Consequences upon violating the house rules

- If you violate the house rules listed above intentionally, repeatedly or in a serious way, you may face an immediately effective or even permanent house ban or expulsion.
- You have to comply with all orders given by the VWU staff. Please obey all reminders and directives immediately.
- You are obligated to report who you are, if you are asked to do so by VWU staff within the building as well as to provide identification.