

Our house rules

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

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

- Provisions regarding COVID-19 have been revoked, nevertheless, you should give attention to avoiding infections.
- If you feel ill (with possible COVID-19 symptoms¹), please stay at home.
- Continue to disinfect your hands or wash them regularly.
- Continue to keep as much distance to other people as possible.
- Classrooms and corridors will continue to be aired regularly, please take care of appropriate clothes.

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.

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.

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/>

You
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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.