

House Rules Tilburg University

To keep the Tilburg University campus as pleasant and tidy as possible for all users, you are required to adhere to the following rules governing the use of the university buildings, grounds and other university facilities.

Introduction

Everyone who is present on the university's grounds or buildings and/or who makes use of the university's facilities must adhere to the applicable regulations as well as to any instructions issued by or on behalf of the Executive Board.

Facilities also includes material facilities for education and research.

Everyone must **be able to provide proof of identity on request** in the form of a University card or legally recognized identity card.

Everyone must behave in such a manner that:

1. no direct or indirect damage or nuisance is caused to the university and/or third parties;
2. no rights of either the university or third parties are violated;
3. they do not act in violation of rules laid down by or pursuant to the law;
4. no acts are committed or omitted in violation of common, unwritten social norms and no acts are committed that are in conflict with the regulations applicable at TiU, including provisions for enforcing the smoking policy and the TiU code of conduct for internet usage.

1. **The Executive Board** may deny anyone who acts in violation of the provisions in the preceding article access to the university's grounds and buildings and/or the use of facilities, whether partly or wholly, for a maximum duration of one year. Students will be notified of such a decision in writing.
2. A **dean or director of a department** may, in urgent cases, and acting on behalf of the Executive Board, deny anyone who acts in violation of the provisions in Article 1 access to the grounds and buildings and/or the use of facilities for a maximum period of seven days. He must report this immediately to the Executive Board, stating reasons. He can request the Executive Board to extend the duration and/or expand the scope of the measure.
3. **The secretary of the university** may, in urgent cases, and acting on behalf of the Executive Board, deny anyone who acts in violation of the provisions in Article 1 access to the grounds and buildings and/or the use of facilities for a maximum period of seven days. He must report this immediately to the Executive Board, stating reasons. He can request the Executive Board to extend the duration and/or expand the scope of the measure.
4. With the exception of urgent cases, a decision as referred to in Articles 2, 3 and 4 will not be made before the person involved has been given the opportunity to be heard.
5. Students enrolled at Tilburg University may appeal against decisions made on the basis of these rules with the Appeals Tribunal for Higher Education.

General House Rules Tilburg University

- 1.1. **Roller-skates, skeelers, skateboards and other means of transport, motorized or not,** are strictly prohibited in all buildings of Tilburg University, except for equipment used by persons with a disability and means of transport that are necessary for performing work.
- 1.2. **Cell phones must be switched off** in classrooms, examination rooms, the silence center, the auditorium and the library
- 1.3. **Bicycles may only be parked in bicycle parking area or the underground bicycle park.** It is prohibited to place bicycles against buildings or in the parks on Tilburg University's campus. It is prohibited to take bicycles into buildings, except for service bikes that are necessary to carry out work.
- 1.4. It is not permitted **to take animals into Tilburg University buildings**, except for guide dogs for the blind and specially trained dogs to assist the disabled (SOHO).
- 1.5. **Children under 10 years of age** may only enter Tilburg University buildings if they are accompanied by an adult. The accompanying adult is directly responsible for them while they are in the building.
- 1.6. Everyone is **personally responsible for his or her property**. Tilburg University cannot be held responsible for any damage, loss or theft of property.
- 1.7.
 - a. **In all buildings and for all grounds of Tilburg University, smoking is prohibited, which includes the use of the e-cigarette and smoker.**
 - b. On Tilburg University grounds, including in all buildings, trade and use of narcotics is strictly forbidden.
- 1.8. **On Tilburg University grounds, including in all buildings, the purchase and consumption of alcohol for people under 18 is forbidden.** It is also not allowed to pass on, sell or serve alcohol to minors or those who cannot show valid identification when requested by hospitality operators and their employees. Alcohol cannot be sold/served to people in a state of intoxication or those who threaten public order, safety or morality. Games encouraging alcohol consumption are not allowed.
- 1.9. Safety & Security staff are allowed **to bar persons under the influence of alcohol or other narcotic substances from Tilburg University grounds and buildings**. Safety & Security reports the observed violation to the Executive Board
- 1.10. It is **prohibited to place objects in general communal areas** such as halls, stairways, passageways, escape routes and in front of emergency exits.
- 1.11. Anyone in the buildings or on the grounds of Tilburg University who **causes either direct or indirect damage to the university and/or third parties** may be held liable for this.
- 1.12. **Tilburg University campus is a car-free zone.** Cars may only be admitted to the campus in exceptional cases, such as for taxis, transport for persons with a disability and the necessary performance of work and are allowed to park the car in the indicated parking lots. **Cars may be parked** in one of Tilburg University's parking lots (can be reached via Warandelaan or Hogeschoollaan) or on Hogeschoollaan or Prof. Cobbenhagenlaan. The adjacent streets in residential areas (near the prof Verbernelaan) should be avoided in order to limit nuisance for the residents.
- 1.13. **All orders and prohibitions applicable on Tilburg University's campus** as well as instructions from authorized persons, such as security guards and in-house emergency response workers, must be obeyed.

- 1.14. **Posters, pamphlets, letters and such may only be placed** on the boards designated for this purpose and on condition that they do not serve a commercial purpose. The [rules for campus communication](#) also apply this.
- 1.15. It is prohibited to **remove property belonging to Tilburg University** without permission. The security department is authorized to conduct inspections.
- 1.16. It is prohibited to program or link private telephone numbers and/or equipment to Tilburg University's telephones, computers and networks for **commercial purposes**.
- 1.17. The media and/or third parties are prohibited for **taking photographs and/or filming in the buildings and/or premises of Tilburg University** for any use other than limited private use without prior permission from the Communications and Marketing department (General Services) and/or Safety & Security team (Facility Services). Prior permission is required from the director of the School in question in order to take photographs and/or to film educational situations.
- 1.18. **Making sound recordings of lectures** is not permitted without prior consent of the teacher and/or other speakers (including fellow students). Even after permission of the speaker, the recordings may only be used for personal use. It is not allowed to distribute or make available the recording in any way
- 1.19. It is prohibited to duplicate and/or to pass on **keys and/or access passes that were issued personally** to third parties. The owner may be held financially liable in the event of misuse and/or loss.
- 1.20. It is prohibited **to consume drinks and/or food** in classrooms and examination rooms, the Silence Center, the auditorium and the Library. Bottles of water are permitted. Students with a disability can be exempted on request for use of food or drinks in examination rooms.
- 1.21. It is prohibited **to move furniture belonging to Tilburg University** without obtaining prior consent from Facility Services via Facility Servicedesk.
- 1.22. Separate regulations apply to a number of topics.

Additional House Rules for Employees and Office Users

- 2.1 **Paintings and similar items** may only **be hung up** using the existing rail system and/or otherwise if carried out by Facility Services.
- 2.2 The **department-specific pantry** areas for making coffee and tea, the available crockery and the equipment must be properly maintained.
- 2.3 **Complaints about the facilities and installations** in the buildings and/or on the grounds of Tilburg University and about the services of Facility Services can be reported via the Facility Service Desk.
- 2.4 **Ventilation openings in the window sills** must be kept free. The windows must be easily accessible for cleaning. Air supply and exhaust grilles for ventilation/air-conditioning may not be sealed off or covered.
- 2.5 **The workplace must be kept neat and tidy**. Waste, crates, bottles and/or boxes or similar items may not be kept in the workplace.

- 2.6 **Chemical waste must be separated** for removal using the chemical waste container (chemo box). Paper must be removed in the paper containers. The Facility Service Desk must be contacted for the removal of large chemical waste.
- 2.7 **The use of non office-specific (household) electrical appliances**, other than in catering areas, is not permitted. This includes: heaters, kitchen hobs, coffee makers, electric kettles, microwaves, freezers, fryers, toasted sandwich makers, ovens, drinks and snack dispensing machines. An exception applies to pantry areas where the following facilities are permitted: fridge, coffee maker, cold and hot water facilities and dishwasher. A small fridge may only be placed in areas other than catering rooms and pantries in consultation with and with the approval of the Housing Department, on condition that this does not overload the electricity network and the normal hygiene and safety rules are observed.
- 2.8 It is **not permitted to accommodate more than the designated number of persons in a room**. In addition, rooms may only be used for their intended purpose. The Occupational Health and Safety legislation and user licence are applicable in this connection.
- 2.9 **Storage of materials at the workplace** must be avoided insofar as possible. The workplace may not be used as a storage room. Paper must be stored in closed cabinets insofar as possible.
- 2.10 **The consumption and/or storage of alcoholic beverages at the workplace** during working hours is not allowed. **An exception to this is organized events**, such as during receptions, lunch meetings, etc. in designated locations, in consultation with Facility Services or when they are requested through the Catering. In the catering establishments on the campus is everyone free to the offered there. The following are examples of how to consume food and beverages in accordance with the applicable legal provisions.
- 2.11 **Foodstuffs may not be stored at the workplace**, other than for limited personal use. It is not permitted to consume meals in communal areas that are not equipped for this purpose.
- 2.12 **Upon leaving the workplace**, equipment must be switched off as much as possible to avoid wasting energy. The workplace must also be locked after use.
- 2.13 **The use of approved electrical junction boxes is permitted**, provided that no overload of the electrical group arises. Linking together electrical junction boxes is not allowed.
- 2.14 **Approved extension cables may be used**, provided these are entirely rolled out and the permitted electricity load is not exceeded.
- 2.15 Separate rules apply to certain specific rooms and cases:
- [Library House Rules](#)
 - [Learning Centre House Rules](#)
 - [Student Charter](#)

Additional House Rules for Suppliers and Technicians

- 3.1 **A license for high fire risk activities** is required to carry out activities involving naked flames, welding or grinding and activities resulting in the release of smoke, dust, fumes and/or gases in a building. This license must be issued and signed by Facility Services.
- 3.2 All **technical equipment and tools** in use on the TiU grounds and/or in the TiU buildings must be approved and compliant with the prevailing laws and regulations.
- 3.3 **Cars or lorries may not be parked on the campus grounds of Tilburg University**. Loading and unloading, in the case of large consignments and/or tools/materials, is permitted

for a short period of time before 08:30 AM or after 17:00 PM; for this purpose, the Safety & Security department must be contacted (via the intercom at the barrier). Loading and unloading between 8:30 AM and 5:00 PM is only permitted at the unloading rampart (behind Koopmans building, accessible via the Warandelaan) and at the service entrance of the restaurant (behind the Restaurant Building, accessible via the Hogeschoollaan). It is not allowed to drive outside the roads intended for motor vehicles.

3.4 The maximum permitted weight for cars and lorries on the campus Tilburg University is 15 tons with a maximum axle load of 10 tons. The maximum length is 14.20 meters for a truck and trailer and 11.00 meters for a rigid truck. The maximum height is 3.75 meters.

3.5 Assigned work may not be started before notifying the client at Tilburg University and/or Facility Services.