

**HZ House and Order**

**Scheme**

**Stichting HZ**

The Executive Board of the "Stichting HZ" (HZ Foundation);

Taking into account the provisions of art. 7.57h of the Higher Education and Scientific Research Act;

Taking into account the advice of the "Hogeschoolraad" (University College Council) pursuant to Article 10.20a, first paragraph under a of the Higher Education and Scientific Research Act;

Has stipulated the following HZ House and Order Scheme

## **HZ House and order**

### **scheme**

#### **Stichting HZ**

##### Article 1. definitions

For the time being covered by this scheme:

1. **HZ:** the Stichting HZ;
2. **Executive board:** the HZ Executive Board or mandates appointed by the executive board;
3. **student:** person who is registered as a student or an external student at HZ in the sense of Title 3 of Chapter 7 WHW;
4. **Employee:** person who, whether or not on the basis of the HBO CLA, works at HZ;
5. **Visitor:** anyone who is entitled to participate in activities (to take place) on/in grounds and buildings in use of HZ and is present there for this purpose;
6. **WHW:** Higher Education and Scientific Research Act;
7. **MyHZ:** The portal for students and employees on the HZ website (intranet).

##### Article 2. regulations, purpose

- 2.1 The Executive Board issues regulations and takes measures regarding the proper conduct of affairs in the buildings and grounds of the university of applied sciences as stipulated in this scheme, in order to promote their efficient use in accordance with their intended use.
- 2.2 Buildings and sites as referred to in this scheme are understood to mean those buildings and sites that belong to or are used by HZ.

##### Article 3. visiting times

- 3.1 It is not permitted to be on the HZ grounds or in HZ buildings outside visiting hours, unless the Executive Board has given its approval.
- 3.2 The visiting times of the various HZ locations are listed on the HZ website ([www.hz.nl/over-de-hz/contact](http://www.hz.nl/over-de-hz/contact)).
- 3.3 During holidays there are different visiting times.
- 3.4 Changes to visiting times will be published on MyHZ.

##### Article 4 general regulations

- 4.1 The following scheme applies to everyone with regard to the proper course of affairs in buildings and on HZ sites.
- 4.2 Everyone is obliged to provide and update the correct information regarding his name, address and place of residence and any changes thereof in a timely manner via MyHZ ("change my profile").
- 4.3 At the request of an employee, everyone present in buildings and on the grounds of HZ must have an HZ pass resp. proof of identity in order to establish his/her

- identity.
- If the HZ pass is lost, a new pass can be requested via MyHZ and obtained against payment of €10 administration costs.
- 4.4 The following are not permitted in the buildings and on the grounds:
- animals, with the exception of guide dogs;
  - alcohol, with the exception of permitted use in the HZ café in accordance with the HZ café house rules;
  - drugs and other narcotics;
  - gambling;
  - unwanted behaviour (such as sexual intimidation, discriminatory behaviour, aggression, physical and verbal violence, bullying, noise pollution, debauched and immoral behaviour);
  - pornographic and sexually explicit material.
- 4.5 It is prohibited to cause noise disturbance.
- 4.6 Legal and other regulations and provisions in the field of working conditions and safety must be observed in the HZ buildings and on the HZ grounds.
- 4.7 Instructions from the staff regarding the care for a clean environment in the buildings and on the grounds of the university of applied sciences must be observed. The United Nations Sustainable Development Goals are leading in this regard.
- 4.8 A general smoking ban applies to all buildings and associated sites in use by HZ. This also applies to smoking e-cigarettes.
- 4.9 Classrooms and work areas must be used and left properly.
- 4.10 The hanging of notices, posters, etc. on notice boards is permitted at designated places. The Executive Board is entitled to remove them.
- 4.11 Lapsed
- 4.12 It is not allowed to have your own household appliances working, connected or in use within the buildings of the HZ. Damage resulting from non-compliance with this regulation will be recovered from the person concerned. The Executive Board is entitled to remove them.
- 4.13 Equipment present in the buildings must be used in accordance with its intended use.
- 4.14 The use of vehicles, equipment, objects, other items and computer facilities that are the property of HZ or third parties must take place in accordance with their intended use, taking into account the applicable user instructions and the necessary care. Loss, destruction and damage to these items must be reported by the person concerned as soon as possible.
- 4.15 Vehicles must be parked within the designated spaces. Vehicles parked incorrectly and/or for more than one month will be removed by order of the Executive Board, and the associated costs will be recovered from the owner. In the absence of payment of these costs within a reasonable period of time, the Executive Board is entitled to sell or replace the vehicle or destroy it.
- 4.16 The Executive Board is entitled to have a wheel clamp applied to incorrectly parked vehicles. The costs associated with its removal of € 25 must be paid in advance to the Finance Department (payment during office hours via the HZ debit card), upon presentation of a payment receipt you can have it removed by the on-duty janitor.
- 4.17 Bicycles, mopeds, motorbikes, scooters, etc. must be parked in the places and sheds provided for that purpose.
- 4.18 Legal and other regulations regarding the copying of copyrighted works and other digital or non-digital data carriers and software must be complied with. Any claims will be recovered from the person in question.
- 4.19 **Accidents must be reported as soon as possible to the emergency response team (Edisonweg location: tel. 0118-489777; Het Groene Woud location tel. 0118-489888).** Instructions given in this context must be followed.
- 4.20 For security reasons, it is prohibited to leave property unattended. All unattended items not belonging to HZ, which are present on HZ sites or in buildings, will be removed by order of the Executive Board.
- 4.21 The Executive Board may issue regulations other than those stipulated in the previous paragraphs.

- 4.22 The Executive Board may at all times issue or have instructions issued which it deems necessary, given a particular situation.

#### Article 5. student regulations

- 5.1 In addition to the regulations referred to in Article 4, the following additional provisions apply to students.
- 5.2 The use of mobile telephones, computers and other communication equipment and sound carriers is not permitted during educational activities (such as lectures, exams, etc.) unless permission has been granted by the authorized employee.
- 5.3 Entering examination rooms, laboratories and workplaces without an employee present is not permitted unless permission has been granted by the authorized employee. If a classroom has been reserved in advance and this reservation has been approved, access to the classroom is permitted without the presence of an employee.
- 5.4 If a student is unable to participate in an educational activity, he must report this in good time, stating reasons, in accordance with the agreements of the relevant study programme.
- 5.5 Students are not allowed to record and distribute online teaching methods via social media or otherwise. It is up to the study programme and the lecturer concerned to determine, in line with HZ's policy rules, whether a lecture may be recorded and in what form it may be made public. Students are expected to behave properly during (online) education.

#### Article 6. liability, (recovering) damage

- 6.1 HZ does not accept any liability for damage to property or persons, in the broadest sense of the word, from whatever cause and regardless of the amount of the damage, except in the case of wilful misconduct or gross negligence on its own part.
- 6.2 Damage to buildings and objects must be reported as soon as possible to the Facility Services team leader (Campus Facilities Department), who can be reached via the HZ reception. The same applies, if known, to the (personal) data of the person causing the damage.
- 6.3 HZ will recover all damage caused to buildings, sites or otherwise from the person responsible.
- 6.4 Students are obliged to have adequate insurance against medical expenses and claims in the context of legal liability.

#### Article 7. student measures

- 7.1 In the event of a violation of the regulations as referred to in this scheme, the Executive Board can take the following measures with regard to the student:
- a. warning;
  - b. full or partial denial of (digital) access to the institute for a maximum period of one year or termination of registration for a maximum of the same period;
  - c. the definitive denial of access to the institute or termination of enrolment in the event of serious nuisance that has not been discontinued after a reminder by or on behalf of the Executive Board.
- 7.2 The Executive Board shall obtain advice from the relevant domain director or director of operations regarding the intention to take a decision as referred to above.
- 7.3 With regard to a (definitive) deregistration or refusal to (re)enrolment as referred to above and denial of access to buildings and grounds, the student will be heard in advance, unless immediate implementation is necessary. In that case, the hearing will take place at a later date. The student can be assisted by a confidential counsellor or student advisor or be represented by an authorized representative.
- 7.4 A decision as referred to in this article shall be reasoned. This decision will be communicated to the student as soon as possible, but in any case in writing within two weeks after the day on which the decision was made.
- 7.5 The student can lodge an objection against a decision as referred to in this article

with the Disputes Advisory Committee in accordance with the "Scheme for the Legal Protection of Students and External students of HZ".

Article 8. staff and visitors' measures

- 8.1 The regulations as mentioned in this scheme apply to staff and visitors.
- 8.2 On behalf of and/or by the Executive Board, an employee can be held accountable for compliance with the regulations. Failing this, the Executive Board is entitled, after hearing the employee's manager concerned, to take measures aimed at compliance with the regulations.
- 8.3 In case of violation of regulations by a visitor, the Executive Board can take appropriate measures, including denying access to buildings and grounds, whether or not for a period to be determined by the board.

Article 9. other

- 9.1 This scheme applies in full with regard to sites and buildings that HZ uses but which belong to third parties. Any specific rules imposed by the owner on HZ only apply insofar as they supplement or expressly deviate from the provisions of this scheme.
- 9.2 At the entrance to the grounds and buildings of HZ and at other places designated by the Executive Board, a sign indicates that this scheme applies.

Article 10. Final stipulation

- 10.1 This scheme was amended on March 29, 2022 and adopted on March 29, 2022. All previous versions of this scheme are hereby superseded.
- 10.2 This scheme is published on the HZ website.
- 10.3 This scheme should be cited as "HZ house and order scheme".