

House Rules Hanze

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Revision history

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Introduction

Hanze aims to provide a safe study and working environment, based on core values that reflect Hanze's identity as a broad and diverse university of applied sciences and its role as a social organisation. That is why we treat one another with mutual respect, integrity and courtesy. Hanze has drawn up a number of rules to promote a suitable study and working environment, to ensure that we all help to maintain a clean and tidy environment, and to uphold safety and order. These rules apply to the use of buildings, amenities, grounds and facilities. Students, staff and third parties must comply with these house rules and are expected to follow the instructions and directives issued in accordance with these regulations by those authorised to do so at Hanze.

Insofar as they relate to students, these rules and measures form part of the Student Charter.

§1 House Rules

Article 1 Scope

1. These house rules apply to everyone on the premises and grounds of Hanze.
2. These house rules also include the further regulations, instructions and guidelines that arise from them or have been adopted within their framework.
3. These house rules apply in addition to the obligations arising from legislation and regulations, including the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek; WHW) and the Working Conditions Act (Arbowet).

Article 2 Supervision and enforcement

1. All Hanze staff members are authorised, in the course of their duties, to issue instructions necessary to ensure the orderly, safe and efficient conduct of teaching, work or the use of facilities.
2. Supervision of compliance with these house rules and the maintenance of order and safety is the responsibility of staff from the Property & Facilities Department.

Article 3 Unauthorised Persons

1. In principle, the Hanze's buildings and grounds are accessible to students, staff and guests for purposes connected with or relating to the Hanze's activities.

2. The following persons shall be regarded as unauthorised:
 - a. Any person who has already been denied access.
 - b. Any person present without a purpose related to Hanze.
 - c. Any person whose identity cannot be established or who refuses to provide proof of identity; and
 - d. Any person whose purpose for being present cannot be established.
3. Unauthorised persons as referred to in subparagraphs (b) to (d) of the preceding paragraph may be denied access to Hanze's premises, buildings and facilities.
4. If, after being denied access, a person is found on Hanze's premises or in its buildings again, the police may be called and a report will be made to the police.

Article 4 Use of facilities, buildings and grounds

1. Anyone using Hanze's buildings, grounds or other facilities (such as classrooms, lab rooms, the canteen, the media library and IT facilities) must use these facilities for their intended purpose and behave in such a way that:
 - No damage is caused;
 - No unsafe situations arises;
 - No rights of Hanze or third parties are infringed;
 - No laws are breached;
 - Behaviour is decent and appropriate according to generally accepted standards;
 - No recordings are made of individuals without their consent.
2. Camera surveillance is in operation within Hanze's buildings and on its premises. The rules governing the use of cameras are set out in the Camera Surveillance Policy (Beleid op cameratoezicht).

Article 5 Emergencies and safety

1. In the event of an emergency, the Company Emergency Plan (Bedrijfsnoodplan) comes into effect.
2. Emergencies must be reported to the Service Point at the relevant location or via the relevant location internal emergency number. Emergencies may also be reported via the Self Service Portal.

Article 6 Alcohol, smoking, drugs en weapons

1. The possession, use and sale of alcohol and drugs are prohibited. The consumption of alcohol within Hanze's buildings and on its premises is only permitted in those Hanze facilities designated for this purpose by the Executive Board, as described in the Alcohol and Drugs Protocol.
2. Within Hanze's buildings and on its premises, it is not permitted to participate in educational activities and/or carry out work under contract whilst under the influence of alcohol and/or drugs.
3. Smoking and vaping are not permitted in Hanze's buildings and on its premises.
4. The possession, use and sale of weapons or objects resembling weapons are not permitted.

Article 7 Posters, stickers, flyers, etc.

1. Posters, stickers, flyers, etc. may only be displayed on the designated noticeboards with the permission of the location coordinator.

2. It is not permitted to display posters, stickers, flyers, etc. that incite or are linked to hatred, racism, sexism or discrimination, or that could damage Hanze's reputation.

Article 8 Means of transport within the buildings

It is not permitted to move around inside Hanze's buildings on skates, inline skates, roller skates, (electric) scooters, (electric) skateboards or other (electric) means of transport. The only exception is for essential mobility aids, such as a mobility scooter.

Article 9 Animals

Animals are not permitted in the Hanze's buildings. An exception is made for assistance dogs (also known as service dogs).

Article 10 Specific Regulations

1. The Executive Board may adopt further regulations in the interests of maintaining good order.
2. In any event, further regulations have been laid down with regard to:
 - a. Manifestations;
 - b. The use of ICT facilities;
3. Directors and location managers may lay down additional rules or instructions regarding the use of buildings, grounds or specific rooms or facilities if this is necessary to ensure the orderly, safe and efficient conduct of teaching, work or the use of facilities.

Article 11 Liability

1. Each user is personally responsible for preventing the loss, theft or damage of personal property or facilities loaned by Hanze.
2. Hanze accepts no liability in the event of theft, loss, destruction, damage or misuse of personal belongings within Hanze's buildings and on its premises.
3. In the event of theft of Hanze's property or any other criminal offence, Hanze will always report the matter to the police.
4. Any loss suffered by Hanze as a result of loss, damage, theft, a tortious act or any other criminal offence where there is demonstrable culpable conduct (or omission) on the part of a student, staff member or third party will be recovered from the person concerned.

§2 Disciplinary measures

This section sets out the measures that may be taken in the event of a breach of the house rules. These are formal measures of a legal nature, which may be implemented when deemed necessary, taking into account, amongst other things, the nature and seriousness of the behaviour. The inclusion of these measures does not mean that they will be applied immediately in the event of every breach. In practice, where possible and appropriate, less drastic ways of addressing the behaviour and preventing further breaches of the house rules will be considered first.

Article 12 General measures

1. Measures may be imposed by or on behalf of the Executive Board on any person who acts in breach of the house rules. Where this power may be exercised on behalf of the Executive Board under the house rules, the Executive Board shall in each case retain the power to do so itself.
2. Where physical or online behaviour elsewhere disrupts order and safety at Hanze or requires measures to be taken, this may also lead to measures being taken under these house rules.

Article 13 Measures concerning students

1. Where a student acts in breach of the house rules, the director, on behalf of the Executive Board, may, pursuant to Article 7.57h (1) of the Higher Education and Research Act (WHW), deny access to Hanze's buildings, grounds or other facilities for a maximum period of one year and, in doing so, terminate the student's enrolment for the same period.
2. The measures referred to in paragraph 1 may also be imposed conditionally or partially conditionally. In the case of a conditionally measure, conditions are imposed on access, and access is unconditionally denied in the event of non-compliance with those conditions.
3. Where a student acts in breach of the house rules, thereby causing serious disruption, and fails to cease such disruption even after a warning from the director on behalf of the Executive Board, the Executive Board may permanently deny access to the institution and terminate the student's enrolment. If the serious disturbance is a continuation of conduct for which a measure as referred to in paragraph 1 or 2 has already been imposed, this measure shall also be deemed a warning.
4. Not every measure taken in the context of education qualifies as a disciplinary measure within the meaning of Article 7.57h of the Higher Education and Research Act (WHW). To ensure the orderly conduct of teaching and safeguarding the interests of students and staff, staff members responsible for the degree program may, amongst other things, ask a student to leave the class (temporarily) or to resume participation in teaching activities only after the student has reached an agreement with the degree program.
5. The student concerned shall be given the opportunity to be heard prior to a disciplinary measure being imposed. If immediate intervention is deemed necessary, the hearing may take place no later than 14 days after the measure has come into effect.
6. A decision to impose a disciplinary measure must be set out in writing, stating the reasons, and confirmed to the student within 10 days of the date on which the decision was taken, including a clause on the right to appeal.

Article 14 Measures relating to staff

1. Where a member of staff acts in breach of the house rules, the following disciplinary measures may be imposed in accordance with the provisions of the collective labour agreement (CAO):
 - a) A written reprimand;
 - b) transfer;
 - c) suspension.
2. In addition to the measures referred to in the first paragraph, the Executive Board may take other measures within the limits of applicable laws and regulations.

Article 15 Measures concerning third parties

1. Where a third party acts in breach of the house rules, the director of Property & Facilities may, on behalf of the Executive Board, impose a total or partial civil law ban on access and take such measures as are necessary to enforce the ban on access.
2. Any person who fails to comply with an imposed ban on access commits a criminal offence and contravenes Article 138 or Article 461 of the Criminal Code (Wetboek van Strafrecht) and may be arrested pursuant to Article 53 of the Code of Criminal Procedure (Wetboek van Strafvordering).
3. For third parties who have a contractual relationship with Hanze, such as students, conditions may be imposed that are deemed necessary to ensure a safe study and working environment. Where such conditions are imposed, it shall be stated that a breach of the conditions may give rise to the imposition of a civil exclusion order.

Article 16 Reporting to the police

In the event of a criminal offence such as theft, fraud or criminal damage, a decision may be taken to report the matter to the police.

Final Provisions

1. These regulations may be cited as the 'House rules Hanze'.
2. These regulations shall come into force on 17 June 2026.
3. Upon the entry into force of the House rules Hanze, the Code of Conduct and Disciplinary Measures (Gedragsregels en ordemaatregelen) shall cease to apply.
4. These regulations can be consulted at www.hanze.nl and on the 'My Hanze' intranet under 'Knowledge base'. The rules will be displayed in the buildings in a reader-friendly public version.