

VWU house rules

The Pre-Study Course is a community where we all want to feel comfortable and safe.

Access



The building is open on teaching days Monday to Friday from 8 am to 6 pm.

External persons may only stay in the building with permission from the VWU management.

Cleanliness



We keep everything we use together clean and in good condition. Therefore please:

- Smoking is prohibited throughout the entire building and on the balconies. Please smoke only in front of the building in the area of staircase 3 (access on the 1st floor).
- Do not leave rubbish lying around, but separate it and only put it in the correct containers.
- Keep everything clean - including the walls!
- Do not spit - not in the building, not on the balcony, not from the balcony.
- Do not break anything.

Considerate



We work as a VWU community in a considerate and quiet manner and respect privacy. Therefore please:

- Do not do anything that could disturb peace and order in the building, such as shouting or loud music.
- In principle, photographing other persons without their consent, video recordings, video calls and audio recordings are not permitted in the building. Wearing smart glasses is not allowed.
- The use of smartphones and smartwatches during lessons is only permitted with the express permission of the teacher. In principle, smartphones must be stored away from the workplace during lesson time to enable undisturbed teaching.
- No events and activities unrelated to teaching.
- Save electricity and water.

Safety



We watch out for possible dangers, such as fire, accidents, theft. Therefore please:

- Do not remove or damage information and facilities relating to safety and order: signs indicating escape routes, fire extinguishers, etc.
- Report damage immediately to the teachers or to the secretariat.
- Take care of valuable items such as mobile phones or money. VWU cannot accept any liability.
- Do not bring alcohol, drugs, animals or weapons into the building.

Permission



from the management is required if you:

- Want to put up posters or other information. Important: Your name must be stated on every notice.
- Want to sell something commercially in the building.
- Want to collect money.

Consequences for violations of the house rules:

- In case of intentional, as well as repeated or serious violations of the above-mentioned points of the house rules, an immediately effective or, if necessary, permanent ban from the building, or exclusion from VWU is possible.
- You must comply with all instructions from VWU staff. Please follow reminders and requests from VWU staff immediately.
- You are obliged to disclose your identity when requested to do so by VWU staff within the building. You are also obliged to identify yourself to staff members within the building upon request.