

# **CAMPUS REGULATION**

**(incl. campus facilities)**

**Campus Brussels**

**(Version for Hermes/ T'Serclaes / Terranova / Meyboom / Erasmus/Sint-Joris)**

## **Preface**

The goal of this campus regulation is to set down rules of conduct for all students who study at Campus Brussels (Academic and Professional education as well as Permanent education). Every student on campus is bound to the conditions of this code of conduct and is supposed to know them and comply with them.

Moreover, an abstract of the most important campus facilities will be provided.

Students who are planning to register will be requested to pay tribute to persons, the society and its goods in their actions and social relations. Students may not perform actions that are incompatible with the mission of the college/ KULeuven.

Therefore every student principally has to obey undermentioned obligations.

## **I Conduct Guidelines**

### **General attitude and respect**

- The students must actively contribute to a safe, decent and tidy environment. The students must comply with the legal provisions, must respect the regulations and agreements that are in force on campus Brussels and must actively cooperate on the control of the correct observance of these rules.
- The students must behave respectfully and polite with regard to persons with whom they will come into contact in the context of their education, also through social network sites and other modern forms of communication.
- The students must respect the privacy, the right of illustration and all other intellectual rights of persons with whom they will come into contact in the context of their education. It is forbidden to record educational activities or to publish these recordings by using technical means or procedures in any way, unless the professor in question gives his consent.
- The students must respect the safety and health of all persons with whom they will come into contact in the context of their education and all activities of the institution, and must prevent causing damage or endangering them.
- The students must respect the property of all persons with whom they will come into contact in the context of their education and of all activities of the institution.

- The students must respect and consider accuracy when using the infrastructure and material equipment of the institution. Rooms and the arrangement of tables and chairs must be left behind exactly as they were found. Garbage must be deposited in the intended garbage cans. Sanitation must be kept tidy.

## **Transgressive behaviour**

- The students must refrain from any form of transgressive behaviour and especially from aggression, violence, threat, harassment, unwanted sexual behaviour and discrimination.
- Every student who believes to be a victim of transgressive behaviour can address to the student psychologists of the student administration, who function as a confidant and take every complaint of transgressive behaviour very seriously. The best possible solution will be found in cooperation with the student. When there is a complaint against a fellow student and a request from the student to contact this person,, a statement will be taken note of at the student administration where the accused student must undersign that he was informed of the complaint. If necessary there will be further conciliation. The procedure will be seen as an informal procedure. If the student wants to lodge a formal complaint, the file will be transferred to the director of the study area (Odisee students) or the vice-rector of the student policy (KULeuven students).
- The possession of drugs, fake guns, guns and dangerous objects is strictly forbidden. Students may be requested to prove that they are not in possession of forbidden objects by emptying their bags, pockets, etc.

## **Smoking, eating, drinking**

- The campus is a non-smoking area, with the exception of the smokers' terrace behind the entrance hall at Hermes 1 (stormstraat 2). Students are also requested to keep the entrance and exits of the campus buildings smoke-free. Smoking or using cannabis or other drugs is not allowed (also not on the pavement in front of the school buildings).
- Eating and drinking (except water bottles) is exclusively allowed in the eating rooms. (T'Serclaes building: Student restaurant Minéén and student lounge / 't Clubke in Hermes/ break rooms 1<sup>st</sup> floor. Hermes /Terranova: min één and 4th floor)
- In the normal classrooms, small and dry between-meals snacks are allowed if students deposit all waste in the garbage can. Bottles of water are also allowed only when used cautiously.
- It is strictly forbidden to eat in the library/ multimedia library and classrooms with computer infrastructure and audiovisual infrastructure as well as in the skills labs.

## **Clothing, headscarf**

- Students must adapt their clothing and appearance to the educational activities during the education. During internships and company contacts the students must adapt to the standards of the trainee post.
- Wearing a headscarf is allowed unless safety regulations determine differently. Headscarves or other clothing that cover up the whole face or make it unrecognisable are by no means allowed.

## **Identifying oneself**

- The students must be able to identify themselves at any moment using their student card. At the first request from a steward or another employee (Odisee or KULeuven, campus Brussels), the students show their student card or in the absence of this card their identity card suffices. This person can take the card into custody for a short while in order to make a copy. KULeuven@brussel students can always ask for conciliation by a KULeuven employee. When students keep refusing to identify themselves, also after conciliation by another person, the police will be invoked immediately. In that case the discipline regulation will come into force (<http://www.kuleuven.be/onderwijs/oer/#titel> for KULeuven students or <http://student.odisee.be/oer>).

## **Emergencies on campus**

- When students witness an emergency situation or a punishable situation, they can always call the emergency number 02/210 1250 (from an internal phone: 1250).
- When students want to report an incident (theft / vandalism / suspicious persons ... ), they can always turn to the reception or student administration (1<sup>st</sup> floor T'Serclaes building, wing A).
- First aid-rooms and services are available on campus. In case of a first aid emergency or urgent care every employee can be consulted in order to call a first aid-person on duty and/ or inform emergency services. Everyone can also do this directly at the information desk or through the emergency number..

If students want to report a special individual medical care (wheelchair, epilepsy...) they can do so through the care coordinators for students at the student administration (1<sup>st</sup> floor T'Serclaes building, A wing).

- When in case of fire (uninterrupted alarm) everybody must immediately leave the building and follow the instructions of the evacuation supervisors in fluorescent vests. Everybody must proceed to the indicated assembly point and make sure not to stroll in front of the building in order to clear the entrance for the emergency services and evacuation.

## **II. Not following the guidelines**

- Every employee on campus can kindly request students to act out or not act out a certain kind of behaviour or take other necessary measures in function to safeguard the order and safety of the institution. The students are supposed to pay attention to this. Students who do not agree with the conduct must accede the request but may reveal their dissatisfaction or complaint at the student ombuds service. (first floor T'Serclaes, 02 210 13 19 , e-mail employees can be found at the student portal: <http://stuvoplus.be>).
- Students may also ask for immediate conciliation themselves to an employee of the student ombuds service. KULeuven@brussel students can always ask specifically for an employee who works for KULeuven on campus.
- When students obstinately keep reacting irrational, a steward or employee of the student ombuds service or a hierarchically higher person can be invoked to try and conciliate the situation. When the situation becomes serious or threatens to get out of hand, the police can also be informed. This will be done immediately when students keep refusing to identify himself.
- The students who cause damage to the buildings or infrastructure will be held responsible for this and the damage will be recovered from these persons. The students can, if necessary, - as an amicable settlement in mutual agreement - be asked to help at cleaning services, repair works or execute other assignments that are supposed to help the students to justify their misbehaviour. In this case a disciplinary procedure will be waived.
- Public incidents that happen on campus and where an intervention by stewards, superiors or student ombuds service is needed, will always be incorporated in an incident database. Personal details are within this tool exclusively available for the administrators of the tool (general administrator / head of student facilities / head of student ombuds service/ campus coordinator of student policy). Also reports of theft and vandalism will be incorporated in the database. Reports of confidential nature will not be incorporated in the database.
- Incidents regarding improper behaviour where the intervention of an employee is required and that is registered as an incident, will always be reported to the dean of the campus/ director of study area. For academic students, involved in incidents where an amicable settlement is advised, there will always be a consultation with the vice-rector of the student policy.
- When the described guidelines of this regulation are not complied with, the order and disciplinary regulation can come into force in accordance with the Instruction- and Exam regulation ([http://www.kuleuven.be/onderwijs/oer/#titel\\_VI](http://www.kuleuven.be/onderwijs/oer/#titel_VI) for KULeuven students or <https://student.odisee.be/nl/reglementen> for Odisee students.)

### **III. Campus facilities**

#### **News coverage**

- The students can find all information regarding their timetable and rooms in kuloket. Date and hour of exams (and possible changes) will be informed through the exam card at the student portal (<http://student.odisee.be>), for Odisee students as well as for KULeuven students. Other important messages can be publicized through toledo or ad valvas which can also be consulted at the student portal or at the student email address.

#### **Work areas for students**

- The T'Serclaes library provides teamwork areas (max. 5 persons) with wireless network, whiteboard, markers and board duster at the students' disposal. These areas can be reserved per block of an hour and a half. Students can make a reservation at the library desk, by phone (02 210 13 36 ) or by mail ([bibc@odisee.be](mailto:bibc@odisee.be)) . The student landscape on the 5<sup>th</sup> floor of Terranova is always available for students.
- Students can always work in silence in the library or vacant rooms. Silence in the library is essential. The people who are responsible have the right to deny access to the room to people who disturb the other students.
- Several silent working rooms are provided during study- and exam periods. The study landscape on the ground floor of the Erasmus building; the library and student lounge of T'Serclaes; some ad hoc available rooms (these will be made clearly visible); some rooms in the student landscape on the 5<sup>th</sup> floor of Terranova. Students are expected to respect the silence so that their fellow students will not be disturbed when they are studying. Laptops may be used, however without sound.
- A permanent quiet space is provided in room A04.10 (4<sup>th</sup> floor of T'Serclaes).
- On campus all the students of every religion live together respectfully.
- Each responsible staff member has the right to kindly request a student to leave the room because of other planned work or as a result of disturbing behavior.

#### **Use of computers, laptops and loaning audiovisual material, printing, copying, ICT-helpdesk,**

- printing of exam cards and documents can be done at the reception of the student administration, in the library or in an available computer room.
- Copy cards can be bought at the T'Serclaes reception. Copying (black and white) can be done on the ground floor of the Erasmus building, on the <sup>second</sup> floor of the Hermes building and in the library (also colour copies).

- A [beamer, digital](#) camera, dictaphone can be reserved (24 hours beforehand) through [AVM@odisee.be](mailto:AVM@odisee.be).
- Laptops can be lend out through mail ([AVM@odisee.be](mailto:AVM@odisee.be) ) or at the reception of the facility services (left to the entrance of T'Serclaes building). Lending is free and is possible for the term of 2 weeks with possibility to extend for two extra weeks.
- Students can use the computers in any available computer room (Hermes: 5215 and 5219, Erasmus study landscape (ground floor) and Terranova study landscape (4<sup>th</sup> floor) as long as there are no classes or reserved activities going on, and also at the reception of the student administration (T'Serclaes) and in the library (T'Serclaes). For using some of the computers in the library (T'Serclaes: the 10 pc's next to the teamwork areas) a reservation is mandatory. Besides that there are also 24 permanent computers available in the mezzanine or in the area in front of the library. They can be used every workday from 8 am until 19 pm.
- Students can go to the ICT help desk for technical problems that arise when using the computers on campus and for all ICT-related problems that follow from the registration as a student (accounts, email, student card, login, printing saldo...) : [helpdeskict@odisee.be](mailto:helpdeskict@odisee.be) or helpdesk-reception 3<sup>rd</sup> floor T'Serclaes building.

### **Distributing flyers / Putting up posters**

- Posters can be displayed if permission of the facility services is granted (for a request, turn to the Marketing and Communication service, 02/ 210 16 37 ([tanja.janssens@odisee.be](mailto:tanja.janssens@odisee.be)), 3<sup>rd</sup> floor T'Serclaes, B-wing). This permission is also needed for distributing flyers in the buildings or at the exit.
- Posters may be displayed without permission in minéén, as long as they do not go against the vision and values of the institution.

### **Showers, lockers**

- The showers are located in the T'Serclaes basement. These can be used freely (except in the concept of student hazing, in that case a request must be made 7 days beforehand at the culture coordinator of the student administration, see further on).
- Lockers are available in the Hermes Foyer (2<sup>nd</sup> floor). A request must be made at the information desk of the facility services (on the right of the central entrance of T'Serclaes building). A warrant of 15 euros will be asked.

### **Parking**

- A parking place for a car can be requested by students only in exceptional circumstances (e.g. in case of disabled persons) at the facility services (T'Serclaes, 3<sup>rd</sup> floor 02 210 13 51 ([joelle.theunis@odisee.be](mailto:joelle.theunis@odisee.be))).

- Parking places for bikes are provided in the bicycle parking at Minéén (T'Serclaes, entrance Radisson) and in parking 2 of the Hermes building.

## Paying on campus

- All payments on campus are done through cash-free credit cards or student cards.

## Insurance

- College/ KULeuven is not responsible for the loss or theft of personal belongings of students.
- Students are insured for personal physical injuries and damage that was caused during all activities arranged by or with agreement of the institution (course, excursions and study tours, internships...). This is also valid during and on the way to and from these activities (but not for material damage caused by oneself). As a student, you are also insured against possible damage caused by yourself against third persons. This concerns physical as well as immaterial damage.
- Odisee students must contact the student administration in case of a physical accident. When damage is caused to third persons, the students who caused the damage must contact the person responsible for the insurance of the institution. (Gunter.elebaut@odisee.be, T'Serclaes building, 7<sup>th</sup> floor, 02 609 18 91,).

KULeuven students must always turn to the insurance service of the KULeuven in the matter of insurance questions

(<http://www.kuleuven.be/studentenvoorzieningen/juridischediens/verzekeringen>).

They will be asked to inform also the dean of the campus of their faculty about the damage that was caused.

- In case of an accident or damage that was caused within the organised activities of student associations (parties, cantus) students are not insured through the university.

## Other Student facilities

- For more information concerning **transport, student jobs, study subsidies, financial supplements, social-legal status of the student** etc., students can turn to the social service (T'Serclaes, first floor, [socialedienst@odisee.be](mailto:socialedienst@odisee.be)). Questions about **accommodation** can be asked at [housing@odisee.be](mailto:housing@odisee.be)
- For more information concerning all possible **student activities** and offers (e.g. sports card, sports lessons, school is out, debates, comedy-nights, ...) organised by the institution, students can turn to the student portal or [www.facebook.com/odisee.stuvo](http://www.facebook.com/odisee.stuvo) or [www.studentensportbrussel.be](http://www.studentensportbrussel.be). (sport coordinator: [stijn.depuydt@odisee.be](mailto:stijn.depuydt@odisee.be), 02/609 88 17 / culture coordinator [Seppe.jacobs@odisee.be](mailto:Seppe.jacobs@odisee.be) 02 609 88 17 )

- **The library and student shop** are located in the inner garden of T'Serclaes. These are open daily during course weeks. Opening hours can vary according to the period and programme and can be consulted at the student portal (<http://student.odisee.be>)
- **Student counseling, student ombuds service and the student administration** are located on the first floor of T'Serclaes in the A-wing. (opening hours and email addresses of all employees can be found at the student [portal:](http://student.odisee.be) <http://student.odisee.be>)

Additional regulations as for instance the one about the library/multimedia library, the use of the skills labs, labs and other specific rooms,... can complete and extend the conditions of this campus regulation.

responsible publisher Greet Raspoet, campus director