

DAE HOUSE RULES

General

- Students must use their student card to enter the Academy.
- DAE, Workshops and library are only accessible to students, tutors and DAE staff.
- Student should follow the instructions of the tutors, instructors or staff at all time.
- Water boilers, coffee machines, microwaves, cooking plates and any other cooking equipments are not allowed in the DAE building, except on the 2nd floor and the space near the zBar.
- Bikes are not allowed in the DAE building. No exceptions and applies to everyone

Handling property of DAE, students and employees

- Vandalism to DAE property is not accepted
- Vandalism to property of other students and employees of DAE is not accepted
- DAE properties may not be used in projects beyond their intended usage or be damaged.
- Borrowed equipment and books must be returned in time and undamaged.
- Students shall not leave finished projects at DAE at the end of a trimester or semester; they will be thrown away.
- All machines, tools, chairs, tables, tv screens etc shall be used properly and only for their intended purposes.
- All machines and tools must be cleaned and returned to their proper place after each use.
- Projects left at class floors and in the workshops during a trimester or semester must be marked with student's name, department and contact information.

Safety

- Walkways and escape routes shall not be blocked.
- Water hoses and fire extinguishers shall not be blocked.

- Emergency exits, emergency corridors, extinguishing agents must be accessible at all time. Any blockages will be removed and DAE is not responsible for any damage to the projects or properties in question.
- Doors must remain closed and never blocked at all time.
- Students, tutors and staff must follow the instructions of the emergency response team and emergency authorities in case of an evacuation.
- During activities in the workshops, you must use personal protective equipment and dress appropriately to minimise any dangerous situation.
- Students are not allowed in the oven room when the ovens are on.
- Headphones are strictly forbidden in the workshops, and especially when using any machines.

Use of resources and materials

- Spray paints are not allowed outside of the designated workshops.
- Hazardous and volatile substance are not allowed outside of the designated workshops
- Double sided tapes, glues or paints are not allowed in the workshop.
- Students must log out when finished using the computers.
- Students must consult with the instructors when they want to use materials they brought with them from outside the Academy.

Expectations in behaviour

- Alcohol and drugs are strictly forbidden in and around the DAE building. Any offender will be removed from the DAE building immediately.
- Smoking and vaping is forbidden in the DAE building.
- Eating and drinking is not allowed on the teaching floors, in the workshops and labs.
- Students must clean up their space after working.
- Any garbage must be disposed in the waste containers.
- Student must notify the workshop instructors of their presence upon their entrance.
- Photographing, filming and scanning of nudity is no allowed.
- Should students need to scan the human figures, this could only be done with clothes/body covers and only with an extra student's presence.

Consequences for non-compliance with the rules

- Everyone is responsible for pointing out the house rules to others and addressing them if they do not comply with the house rules.
- All employees of DAE play an exemplary role.

→ Everyone must report non-compliance with the house rules to his/her/ their manager and/or head of MA or BA.

→ Anyone who violates the house rules relating to the property damage will immediately receive a formal warning, have a discussion with the manager and/or head of Master and Bachelor programme, followed by fine of the damage caused by the violator.

→ When the house rules are violated by students, a formal warning will be given. The type of consequence is determined by the specific situation and the severity of the violation. This can range from a formal warning to disciplinary actions, such as academic suspension or denial of access to certain classes to a maximum of one year.

→ When the house rules are violated by employees, there may be employment law consequences. The type of consequence is determined by the specific situation and the severity of the violation. This can range from a formal warning to disciplinary actions, such as suspension or dismissal.

→ Violations of house rules can also have consequences for contracted parties/freelancers. Whereby an appropriate sanction will be determined based on the severity of the violation and the circumstances.

→ Depending on the severity of the violations and/or if there is also a violation of the Dutch law, police will also be contacted.

→ The final consequences will be determined by the Executive Board and will be archived.

Maker Space specific

→ Maker Space is exclusively for Masters students.

→ Since there is no supervision, students are responsible for maintaining the safety and cleanliness of the space.

→ Student must not work alone in the Maker Space in case of any emergency.

→ Students must be aware of the closest emergency exit, first aid kit, eye shower, fire extinguisher; and be familiar with what is expected of you in case of any emergency.

→ Project left in the workshop must be marked with student's name, department and contact information.

→ Only wax, wood and other nontoxic material is allowed.

→ Plaster, polyester and spray paint are not allowed.

→ Flammable material, or fumes are strictly forbidden.

→ Loud music is not allowed.

Guidelines for protests within DAE

Knowledge and critical voices are the beating heart of universities and colleges. In this include substantive debates and also the opportunity to protest. In the Netherlands people have the right to freedom of expression, association, assembly and demonstration (Articles 7, 8 and 9 of the Constitution). DAE supports this wholeheartedly. Protesting is therefore allowed. DAE finds it important that everyone (including students, staff and visitors) can feel safe on the Academy and it's events. Therefore, only peaceful protesting is allowed. That means that laws and regulations and house and code of conduct rules must be respected by all concerned. Principles are as followed:

- Education, research and business activities must be able to continue.
- Protests must be notified in advance by a employee or student to the DAE so that safe conduct can be ensured and arrangements can be made on how the protest can take place. The Executive Board approves or rejects the initiative and is the contact point for making arrangements.
- Occupation of (parts of) the building or externally rented locations by DAE is not permitted. Staying in the building outside opening hours is not allowed.
- When protesting, organisers are always recognisable and accessible to DAE. Protest organisers are asked to ensure that no criminal offences are committed. This includes criminally defined behaviour such as violence, threats, discrimination, vandalism or local breach of peace. More generally, this also applies to intimidating behaviour, anonymous expressions or other disorderly conduct, which are not accepted according to code of conduct.
- Participants in protests must be able to identify themselves at all times with a student or employee ID card and/or proof of identity. It is not allowed (by law) to wear face covering clothing (e.g. full-face helmet, balaclava, mask, face veil).
- If there is disorderliness (access to a building is blocked, the building is not accessible to the public, closing times are not followed or teaching is made impossible), a DAE representative may order participants in a protest to leave the premises and/or grounds. This message is then repeated several times, in Dutch/English. If the participants in the protest do not comply, a report will be filed for housebreaking or local trespassing (art 138 and art 139 Criminal Code). In this case, the local triangle (municipality, police, OM) decides whether to act by evacuating.
- Protesting is not considered labour and is not reimbursed by DAE. Calling for hatred and violence or expressing hatred and violence is not considered demonstration and is prohibited.