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ARTICLE 1: DEFINITIONS

1. WHW: The Higher Education and Scientific Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*)
2. University: Leiden University
3. Manager: person who is authorised on behalf of and under the responsibility of the Executive Board to carry out the activities relating to the management of a management unit.
4. Management: the sum of the provisions, transactions and actions by means of which the Executive Board implements the policy of the University with respect to the acquisition and availability of financial resources, the procurement, provision and maintenance of material resources, as well as the deployment of personnel, and the effective and legitimate use of these resources.
5. Management unit: an organisational unit within which the management is carried out by the manager.
6. Student: a person who is enrolled in a study programme offered by the University and who on that account makes use of the University's teaching and/or examination facilities. This also includes any person enrolled as an external student.
7. Employee: a person who is employed by the University, as stipulated in the CAO of Dutch Universities.
8. Visitor: any person who is neither a student nor an employee.

ARTICLE 2: OBLIGATION TO COMPLY WITH RULES, GUIDELINES AND INSTRUCTIONS

1. Any student, employee or visitor who is either physically in the buildings or on the grounds of the University, or who is making use of the University's facilities, is required to immediately and closely observe and adhere to the rules, guidelines and instructions established by or on behalf of the Executive Board in the context of the maintenance of public order and the guarantee of a smooth operation within the buildings and on the grounds of the University, as well as the rules relating to the effective and legitimate use of the University's facilities, as well as to obey the relevant instructions issued by the manager. In this context, students, employees and visitors are required in any event to behave in a manner that:
 - a. causes neither direct nor indirect damage to the University or to any person who is either physically in the buildings or on the grounds of the University or who is making use of University facilities; they must also ensure that their behaviour does not result in any unacceptable disturbance or inconvenience;
 - b. does not infringe on the rights of the University or of any person who is either physically in the buildings or on the grounds of the University or who is making use of University facilities;
 - c. does not contravene any other legal obligations;



- d. complies with the standards of behaviour deemed appropriate towards another person or with regard to material objects acceptable in social interactions.
2. Within the University buildings during lectures, tutorials or other forms of teaching, it is not permitted to wear items of clothing that cover the face and/or items which severely impair non-verbal communication between instructor and student and/or between students or between instructors respectively. It is also not permitted to wear items of clothing or other items that cover the face either during examinations or tests if these items severely impair the identification of the person in question.
3. An manager may enforce the rules and guidelines referred to in the first paragraph on behalf of the Executive Board in order to safeguard a smooth operation of the management unit assigned to him or her.

ARTICLE 3: MEASURES TO BE TAKEN IN THE EVENT OF INFRINGEMENT

The Executive Board or manager may take the following measures, in accordance with the procedure described in these regulations, against any student, employee or visitor who contravenes the provisions of Article 2 or of any other aspect of these regulations:

With regard to students:

- a. a written reprimand;
- b. (conditional or unconditional) denial of access to (one or more units of) the buildings and grounds of the University, for a period of a maximum of one year;
- c. (conditional or unconditional) denial of the use of University facilities;
- d. (conditional or unconditional) termination of enrolment of the student at the University, for a period of a maximum of one year;
- e. permanent denial of access to (one or more units of) the buildings and grounds of the University, if the student, by acting in contravention of the provisions of Article 1, has caused a serious disturbance and has failed to modify his or her behaviour following a written reprimand by the Executive Board;
- f. definitive termination of enrolment of the student at the University, if the student, by acting in contravention of the provisions of Article 1, has caused serious disturbance and has failed to modify his or her behaviour following a written reprimand by the Executive Board.

With regard to employees:

- g. (conditional or unconditional) denial of access to the facilities of the University;
- h. an alternative appropriate disciplinary measure.

With regard to visitors:

- i. a written reprimand;
- j. (conditional or unconditional) denial of access to (one or more units of) the buildings and grounds of the University;
- k. (conditional or unconditional) denial of the use of University facilities.



ARTICLE 4: DENIAL OF ACCESS OR USE IMPOSED BY THE MANAGER

1. A manager can, for a maximum of ten working days, enforce an immediate denial of access or use of the buildings or grounds within his or her management unit, or parts thereof, and/or of the relevant facilities, to any student, employee or visitor who contravenes the provisions of Article 2 or of some other aspect of these regulations, if and to the extent that an immediate denial is necessary in the opinion of the manager, taking into consideration the circumstances of the incident.
2. The manager should make a report of this denial in writing at the first opportunity, and immediately send a copy of this report to the individual concerned and to the Executive Board.
3. The person against whom a disciplinary measure as referred to in this Article has been taken will be given the opportunity by or on behalf of the manager to state his or her case, preferably beforehand, but, if this should be impossible due to the urgency of the matter at hand, then as soon possible thereafter. The person in question may seek assistance in this matter.
4. A manager may request the Executive Board to enforce further denial of access or use, providing arguments to support this request, and subject to the provisions of Article 5.

ARTICLE 5: DENIAL OF ACCESS OR USE IMPOSED BY THE EXECUTIVE BOARD

1. A manager may, without prejudice to the provisions of Article 4, third paragraph, request the Executive Board to conditionally or definitively deny access to (one or more parts of) the buildings and grounds of the University, or deny use of the facilities of the University to any student, employee or visitor who has contravened these regulations or who has not complied with the condition(s) set as part of a disciplinary measure.
2. The Executive Board will decide, in good time, whether to grant the request referred to in the paragraph one of this article.
3. Prior to reaching a decision, the Executive Board will give the person who is threatened with denial of access or use the opportunity to state his or her case. The person in question may seek assistance in this matter.
4. A denial of access or use should include at the very least the following:
 - a. an indication of the buildings (or parts of the buildings) or grounds of the University, or University facilities, to which the conditional denial applies;
 - b. the duration of the period of conditional denial;
 - c. the conditions which, if they fail to be met, will lead to the implementation of the conditional denial, and;
 - d. the reasons for the conditional denial.



If the person concerned cannot state his or her case or be given the opportunity to do so in time, because in the opinion of the Executive Board, the severity of the situation requires an immediate denial of access or use, the Executive Board may, in anticipation of the decision as referred to in the first paragraph, extend a denial of access or use as referred to in Article 4, first paragraph, by a maximum of ten working days, or to enforce a denial of access or use for a period of a maximum of ten working days without having heard the case of the person concerned. In this case, the person concerned will be given the opportunity to state his or her case as soon as possible after the disciplinary measure is imposed.

ARTICLE 6: CANCELLATION OF DENIAL OF ACCESS OR USE

1. The Executive Board may cancel a period of denial of access or use before the end of the period, or reduce the scope of the denial of access or use, if such a step is warranted in the opinion of the Executive Board.
2. The Executive Board may impose new or additional conditions on the cancellation or restriction of the denial of access or use.
3. If the Executive Board is of the opinion that the person concerned has not complied with the new or additional conditions set by the Board, the original period of denial of access or use will be reinstated; the period that has elapsed since the date of cancellation or restriction of the period of denial of access or use will not, in that case, be deducted from the original period of denial of access or use.

ARTICLE 7: ENTRY INTO FORCE

These regulations were established by the Executive Board in their meeting on 1 September 1992.

ARTICLE 8: CITATION TITLE

These regulations can be referred to as “Regulations for the use of University buildings, grounds and other facilities”.

These regulations were amended by decision of the Executive Board on 29 August 2003. These regulations were amended again by decision of the Executive Board on 19 October 2010, following the consent of the University Council.