PMU | PARACELSUS
MEDICAL UNIVERSITY

PMU HOUSE RULES
Headquarters Salzburg

Regulations

In effect since January 1st, 2024

For ease of reading, Paracelsus Medical Private University is abbreviated as PMU

1. Purpose and Scope

The present house rules serve to ensure safety and order at the headquarters of the Paracelsus Medical Private University and to enable orderly and efficient university operations. Supplements and clarifications may be issued in separate guidelines. The provisions of these house rules are legally binding for all members of the university as well as for all users of university facilities, including all university properties and premises. All university facilities must be used with the greatest possible care and with economical use of energy.

Implementation and enforcement of the provisions of these house rules lie with the university management and the persons authorized by it. The instructions issued by these authorized persons for the implementation of the provisions must be followed.

Additionally, the annex to the house rules contains the regulations for the use of parking areas as well as the terms and conditions for vehicle storage.

2. Service Facilities

The university provides general service facilities. Separate user regulations have been issued for some of these facilities, in particular the user regulations of the university library at the Salzburg headquarters, as well as the IT Policy for Employees and Instructors and the IT Policy for Students.

3. Opening Hours and Access Control

The university buildings on Strubergasse are open Monday to Friday from 07:30 to 18:00. Buildings A and B, as well as Strubergasse 13, are accessible outside these opening hours with a PMU student ID; employees have access outside regular opening hours with their employee ID card. The opening hours of the library are not affected and are published online.

All entrance doors to the university buildings are equipped with video cameras and an automatic door alarm system. Doors must be safely and fully closed when leaving the university buildings after regular opening hours; blocking entrance doors is prohibited at all times. System keys issued to employees must be activated once daily in the activation readers and must be stored securely at all times.

4. General Usage Regulations

These regulations are intended to ensure an orderly course of study and research operations, as well as the safe use of facilities.

4.1. All persons who use PMU property, buildings, rooms, and inventory are subject to the regulations and requirements issued for the use of buildings and inventory.

4.2 All users of the property, buildings, and rooms are required to contribute to preventing damage of any kind, in particular from fire, theft, or vandalism, and to ensure the proper use of inventory and technical equipment.

4.3. All property, buildings, and rooms are to be used with the greatest possible care for the structures, facilities, and other inventory, and with economical use of energy. All users are expected to take the necessary measures to achieve this.

Obvious defects and damage to buildings, pipelines, facilities, equipment, etc. must be reported immediately. In cases of evidently intentional damage or theft, the police must be notified.

4.4. In particular, care must be taken to ensure that:

4.4.1 the entrance doors to the buildings as well as the office and institute premises of PMU are kept closed and thus inaccessible to unauthorized persons;

4.4.2 all electrical devices and lighting not intended for continuous use are switched off when leaving;

4.4.3 windows are closed when leaving the room for an extended period, and external blinds and sunshades are raised;

4.4.4 the special conduct requirements posted in individual rooms and the regulations applicable in specific facilities are observed;

4.4.5 obvious defects and damage to buildings, pipelines, facilities, and equipment are reported immediately to Facility Management; and

4.4.6 escape routes and exits are kept clear, and all fire safety regulations are observed.

4.5. The following is prohibited:

4.5.1 Any contamination of PMU premises or grounds.

4.5.2 Any unauthorized modification to structural, building-technical, or multimedia installations or components thereof.

4.5.3 Smoking inside PMU or hospital premises or on the grounds (exception: designated smoking areas).

4.5.4 Violations of public decency and improper disturbances of regular university operations (particularly through unnecessary noise).

4.5.5 Parking bicycles or e-scooters inside PMU facilities.

4.5.6 Keeping fire protection doors permanently open (for example, by wedging them).

4.5.7 Switching off gas, electricity, or water lines due to repair or maintenance work without timely notification of Facility Management (exception: imminent danger).

4.5.8 Removing, damaging, or obscuring notices relevant to safety and order (such as signage for safety equipment, escape routes, etc.).

4.5.9 Bringing animals of any kind (exception: assistance dogs).

4.5.10 Conducting sales transactions or distributing goods for commercial purposes (exception: with authorization from university management).

4.5.11 Organizing collections of any kind (exception: charitable purposes with approval from university management).

4.5.12 Producing film or audio recordings for commercial purposes (exception: with authorization from university management).

4.5.13 Any behaviour that may disturb the peace, order, safety, or reputation of PMU.

4.5.14 Carrying weapons.

4.5.15 Using sports equipment (inline skates, bicycles, skateboards, roller skates, etc.) inside PMU facilities.

4.5.16 Storing hazardous substances or materials in an improper manner.

4.5.17 Any party-political activity (exception: rights granted in student elections and under the Labour Constitution Act).

4.6. All users of PMU property, buildings, and rooms are liable under the provisions of civil law for any damage to PMU facilities that they culpably cause.

4.7. Local restricted areas established by the university itself or by other authorized bodies in or around university premises must be strictly observed. In the event of non-compliance, the university reserves the right to deny individuals access to its premises or to expel them from its premises.

5. Events

5.1. All events held on PMU premises or grounds must be registered, approved, and recorded in the room booking system.

5.2. The event organizer is responsible for compliance with fire safety and other safety regulations, as well as the general usage regulations listed above.

5.3. PMU assumes no liability for the conduct of third parties, particularly for damage, vandalism, theft, or burglary, regardless of whether the perpetrator is on PMU grounds or premises with or without authorization. PMU also assumes no liability for damages resulting from failures of technical equipment.

5.4. Academic ceremonies are open to the public. If there is a risk of overcrowding in the room designated for the ceremony, participation may be limited in individual cases to a specified number or a defined group of participants.

6. Notices and Posters

6.1. Notices and posters on PMU grounds or inside university buildings require approval from university management. They may only be placed in designated locations. They must include

an imprint. Their content must not violate public decency or good morals, nor may they call for any prohibited or criminal behavior.

6.2. Notice and display areas are defined and established by university management.

6.3. Notices and posters placed without approval, placed in non-designated areas, or in violation of paragraph 1 must be removed. The person responsible for such notices or posters may be charged for the associated costs.

7. Measures in Case of Violations

7.1. In the event of violations of the house rules, the following procedure applies, taking into account the principle of proportionality:

7.2. For minor violations: a warning issued by the head of the organizational unit, by course instructors, or by event organizers; alternatively, by university management.

7.3. For repeated or serious violations, external persons and students may be temporarily excluded from further use of PMU teaching and research facilities by the respective head of the organizational unit responsible for the area, or alternatively by university management. In the case of university members, the direct supervisor or university management must be notified immediately.

7.4. If there is a risk that non-minor criminal offenses such as property damage, data damage, physical assaults, bodily injury, or similar acts may be committed, the university management must request appropriate measures from the police authorities. In cases of imminent danger, course leaders, heads of organizational units, facility management, employees within their respective areas of responsibility, and contracted service providers may contact the police authorities directly. In such cases, university management must be informed immediately.

7.5. If teaching events or meetings of collegiate bodies are disrupted, the person leading the event may terminate it at any time.

7.6. Any actions that give rise to suspicion of constituting a criminal offense prosecutable by the courts must be reported to the public prosecutor’s office through university management. A written account of the facts must be attached to the report.

7.7. Any special regulations of the Hospital Regulations of the Salzburg Regional Hospitals (Salzburger Landeskliniken, SALK) must be applied.