

Rules of Conduct at Mälardalen University

§ 1. Background and purpose

The Rules of Conduct constitute a measure in Mälardalen University's (MDH's) work to ensure the safety and security of everyone within the University premises, in all activities conducted by the University. The application of these rules will lead towards maintaining a good work and study environment as well as openness within the University.

§ 2. Scope

These rules of conduct apply to everyone who, temporarily as well as recurring, are present within or are in close proximity to MDH's premises and in all activities conducted by the University.

§ 3. General rules of conduct

It is prohibited, within or in immediate proximity to MDH's premises or otherwise in activities for which MDH is responsible:

- a) to be in premises requiring authorisation without having this authorisation, or letting any other unauthorised person be in such premises.
- b) to throw litter or dirty, cause damage to or destroy the University premises or other property belonging to MDH.
- c) to unlawfully move or misappropriate furniture or other property belonging to MDH.
- d) to put up posters or other messages on places other than those designated for this purpose. Posters or other notices put up shall be date stamped by the Student Centre at the University at the time of posting.
- e) to harass or act in a threatening way towards other people.
- f) to behave in a way that typically offends others.
- g) to smoke tobacco, e-cigarettes or the equivalent at places other than those designated for this purpose.

- h) to use equipment on wheels such as kick bikes, longboards, skateboards, inline skates or similar. Exemption to this provision is made regarding equipment for persons with disabilities.
- i) to possess, use, store, transfer, produce, acquire, procure or offer for sale drugs in the manner stated in Section 1 of the Penal Law on Narcotics (1968:64) and with the meaning assigned to drugs in accordance with Section 8 of the same law.
- j) to possess, use, store, produce, transfer or acquire with the purpose of transferring as well as offering for sale doping agents in the manner stated in the law (1991:1969) regarding the prohibition of certain doping agents and with the meaning assigned to doping agents in accordance with Section 1 of the same law.
- k) to commit any other criminal activity, as well as encouraging another person to commit such an activity.
- l) to consume alcoholic beverages without special permission.¹
- m) to bring pets or allow pets to be on the premises. This does not, however, apply to guide dogs, assistance dogs or signal dogs.
- n) to stay overnight or otherwise make use of MDH's premises for exclusively private means.

§ 4. Specific rules for access to rooms for teaching

Only students² admitted to a course including teaching sessions by a particular teacher have access to the room designated for these teaching sessions.

An individual teacher may, however, grant exceptions during the teaching session for shorter visits in an orderly manner by another person. Particular provisions regarding the presence of children are stipulated in § 9.

§ 5. Specific rules regarding MDH's library

Everyone is allowed to be in the University Library to make use of literature or other information in the library or for study purposes. In other cases anyone judged by the library staff to have valid reasons for being there may be allowed in.

In addition to what is stated in these Rules of Conduct, the currently applicable general lending terms and rules of conduct adopted by the Library Director will apply to the University Library. These are kept accessible on the Library website. Should the present rules of conduct be contrary to what has been agreed under special regulations by the Library Director, the decision of the Library Director will apply.

¹ By *special permission* is meant either a personal licence from the Municipality of Eskilstuna or from Västerås City, or a permit from a head of division with responsibility for budget and human resources for the function where consumption will take place.

² By *student* in these rules is meant a person admitted to and pursuing education at MDH.

§ 6. Specific rules regarding exam halls

In addition to what is stated in these Rules of Conduct, the Rules and Regulations for Examination at First-cycle and Second-cycle level at Mälardalen University (MDH 2016/0601) and the Rules and Regulations for Written On-campus Exams at Mälardalen University (MDH 2016/1632) adopted by the Vice-Chancellor will apply.

§ 7. Specific rules regarding laboratories

Persons who are in rooms for laboratory activities within the University shall abide by the rules adopted by the person in charge of these laboratory activities. In addition to these rules, what is otherwise stated in the Rules of Conduct shall apply.

§ 8. Regarding sound recording, taking photographs and filming

8.1 Sound recording, taking photographs and filming, or any similar recording of lectures, seminars and other teaching situations are not permitted, apart from the exceptions stated below.

8.2. A teacher has the right, during a teaching session, to give express permission for sound recording, taking photographs and filming etc. at the teaching session in question. Each individual teacher determines the conditions that are to apply at this particular teaching session.

Comment

For example the teacher may state that sound or other recording may take place only during certain parts of the teaching session.

8.3 Students with disabilities who have received a certificate issued by the University regarding the need of special aids has the right, if necessary, to make sound recordings, video films and take photographs etc. in lectures. Such students are responsible for informing the teacher concerned of these needs in good time before the teaching session, and also to produce a certificate regarding these needs. Sound recording, taking photographs and filming etc. may be done only by the student him-/herself by personal attendance at the lecture.

8.4. Permission granted for sound recording, taking photographs, filming etc. does not entail the right for the student or anyone else responsible for such recording to spread, publish, make accessible or in any other way make use of the recording for any purpose other than for their personal use.

Comment

The above means, for example, that a student has no right to publish recordings on the internet without express permission from those concerned.

§ 9. Presence of children

Taking into consideration the work environment of employees as well as the study environment of students, it is not permitted for children to be present in teaching rooms, exam halls, computer rooms, laboratories or other premises with especially sensitive equipment.

§ 10. Consequences

Persons violating the above rules of conduct or who do not fulfil the conditions for being present in any specifically designated room will be asked by the University staff immediately to leave the University or the room. Should any person refuse to abide by this request, a guard, or should the situation so require the police, will be summoned.

Should a student violate the rules of conduct stated above, the University's Disciplinary Board, under the conditions stated in Section 10 of the Higher Education Ordinance (1993:100), may decide on disciplinary action against the student.

In the Swedish Public Employment Act (1994:260) there are provisions concerning disciplinary responsibility for employees at the University.