



## OPERATING REGULATIONS

Determined by the director 14.08.2020

By semester registration in StudentWeb as a student at the Oslo National Academy of the Arts, each student acknowledges that the Operating Regulations have been read and understood.

### Access and Opening Hours

- Access to Oslo National Academy of the Arts premises is regulated by a computerized access control system.
- Access card with photo and code is issued by the Oslo National Academy of the Arts and it also serves as a student ID. The access card is personal and should not be handed over to others.
- Students have access to Oslo National Academy of the Arts with their access card both weekdays, Saturdays and Sundays. Please see the school's intranet page for current admission times: [contact - Oslo National Academy of the Arts \(khio.no\)](https://www.khio.no)
- Oslo National Academy of the Arts is closed for students on Christmas Eve, 1st and 2nd Day of Christmas, New Year's Eve and New Year's Day. In addition, the school is closed for students for a period in the summer due to preparation before the new school year. Oslo National Academy of the Arts can make a limited number of student places available during parts of the summer. Certain guidelines apply to applications for summer contracts. Information about this is sent out by e-mail to the students during the spring semester.
- Replacement of lost student card costs NOK 100.-
- Use of access cards is logged in the system at the times both cards and codes are required. Data from the access control system is used to create statistics on the use of the building. The access control system is used in accordance with the GDPR and the Data Inspectorate's guidelines.

### Safety

- Students do not have the opportunity to lock off or otherwise prevent access to their workplaces.
- Oslo National Academy of the Arts is not insured for loss, theft or damage to equipment and fixtures. The students are responsible for their own assets and may have to take out insurance for these themselves. Students are liable for equipment borrowed from the school.
- All students are obliged to contribute to maintaining the safety of the building by, among other things, keeping exterior doors and interior doors closed. No doors must be left open by using weights, wedges or other obstacles.

### Fire Regulations

- Students must follow the Oslo National Academy of the Arts fire and safety regulations.
- All students have the right and duty to undergo the Oslo National Academy of the Arts fire protection training. Fire safety training will be arranged at the start of the semester. It is mandatory to complete this.
- Students must maintain the escape safety in the Oslo National Academy of the Arts premises by not blocking any escape routes, which are all marked with green signs.
- Students must maintain fire safety by not covering for smoke alarms, covering or installing anything from the sprinkler system or fixing doors in the open position by means of door wedges, weights or the like.
- Coffee makers, toasters and electric kettles must only be used if they are connected to a timer.

- Waffle irons and loose countertop hobs/ovens are not allowed to be used in rooms that are not equipped with an extractor fan. Smoke and heat will inevitably trigger the fire alarm and lead to an emergency response from external emergency services. The cost of such calls can be charged to the individual department.
- Students are all supposed to prevent any fire and fire outbreaks. This means, among other things, that all students:
  - Must not connect extension cords in series or overload the electrical systems.
  - Shall use and store chemicals in a safe manner and only in premises/workshops adapted for this. Chemical waste must be handed in to the respective responsible person in a tightly closed, tight and suitable container, clearly marked with its content.
  - Must not put rags, cloths, paper, wood chips etc. with linseed oil on to dry in the premises, as they can ignite spontaneously within hours. Such items must be dried under close supervision and then disposed of in a fireproof waste container.
  - Must keep order and clean up after themselves.

### **Rules of Conduct**

- Staying at the Oslo National Academy of the Arts premises outside opening hours is not permitted.
- It is not permitted to bring outsiders into the Oslo National Academy of the Arts premises.
- Smoking is not permitted indoors or in the immediate vicinity of outdoor entrances, cf. § 25 in the Tobacco Damage Act.
- The use of alcohol or other drugs is not permitted on the Oslo National Academy of the Arts premises. The director or the person authorized by the director can grant dispensation to prohibition in connection with social events. In that case, the organizer must apply for and be granted a license to serve alcohol from the City of Oslo. The costs for this are covered by the organizer of the event. Reference is also made to the Student Regulations guidelines regarding drugs and to the Oslo National Academy of the Arts guidelines for serving alcohol.
- Vandalism, littering or soiling of the Oslo National Academy of the Arts premises will entail liability for damages and expulsion. Students are expected to show respect for the school, staff and students' assets.
- Pets are not allowed in the Oslo National Academy of the Arts premises for the sake of employees and students with allergies. Exceptions from this apply to guide dogs, if a certificate is presented.

### **Use of the Oslo National Academy of the Arts premises**

- Students must use the school's premises, furniture and equipment in a careful manner and are obliged to repair any damage to walls, ceilings and floors themselves, and to paint walls in studios white at the end of the academic year.
- Installation of works, furniture and various equipment using the fixed infrastructure in ceilings and walls (pipes, ventilation system, light bridges, sprinkler system, etc.) is not permitted.
- Bicycles must be parked outdoors. It is not permitted to park bicycles indoors. Bicycles stored indoors are removed continuously and without notice, and locks can be cut.
- Students must keep their own workplaces, changing rooms, workshops and common areas tidy. Left assets can be removed without notice.

### **Partys**

- A special permit must be applied for parties. The application is sent to the Drift team (service@khio.no) at least two weeks before the planned event. The need for increased security/guarding will be assessed by Drift team and may entail costs for the organizer.
- If it is desired to arrange a party, agreements must be filled out and a fire guard must be provided. This is the responsibility of the organizer. The dean of organizing students is responsible for all parties, and the dean must therefore approve all events by signing the agreement documents.

- It is not permitted to serve, sell or drink alcohol on the school premises. Reference is made to the Rules of Conduct and the school's guidelines for serving alcohol.

### **Contact**

- All written information from the Drift team to the students is sent as e-mail to the e-mail address that the school assigns to the students at the start of their studies. Students should stay up to date on e-mails sent from the school to this address.
- For operations-related inquiries, students can contact the Drift team at [service@khio.no](mailto:service@khio.no)
- The Drift team can also be contacted in the Service Center on weekdays during working hours.

Students are obliged to comply with the provisions of the Operating Regulations. Violation of the Operating Regulations could lead to a temporary restriction of access rights. Serious or repeated cases may lead to expulsion or exclusion in accordance with the Universities and University Colleges Act.