

# House rules for Universitetsparken

The house rules below are a translation of the house rules stated on [the dorm website](#).

## Chapter 1 - General Provisions

### Scope

§1. These house rules apply to all residents at the Colleges in University Park in Aarhus, as well as guests and visitors.

### Responsibility for Guests, etc.

§2. Each resident is responsible for their guests, visitors, etc., according to the house rules.

Subsection 2. Residents should regularly stay informed about matters at the Colleges through their website.

### Good Conduct and Order in the College

§3. In accordance with the purpose of the Colleges and general consideration, one should:

a) Behave properly towards each other and the staff. b) Consider the period between 16:00 and 21:00 as quiet hours. c) Except on Friday and Saturday evenings before midnight and during quiet hours, refrain from any unannounced music playing and noisy behavior. d) Preferably hold kitchen, corridor, and room parties on weekends and evenings before holidays, and such parties must be announced with notices on the other corridors in the same college at least three days in advance. e) Preferably hold larger parties in the Common House - Eforboligen - unless the entire relevant college is participating in the event. f) Be considerate of residents studying for exams. If a resident indicates they have an exam and need a quiet environment, this should be respected.

### Pets/Animal Keeping/Pets

§4. Pets and pets are not allowed anywhere on the Colleges.

### Misuse of IT/Telephony

§5. Violation of the contract for internet/intranet and telephone use may, in addition to the general sanctions in §21, result in the disconnection of internet/intranet and telephone networks.

### Maintenance of Buildings and Inventory

§6. To maintain a reasonable standard regarding the Colleges' buildings, installations, and inventory at the lowest possible cost, one should:

a) Use them with common sense and only for their intended purpose. b) Follow the instructions of the Colleges' management. c) Immediately, within the office hours, and

otherwise as soon as possible, report faults and damages. d) Adhere to the applicable instructions.

## Chapter 2 - Resident's Relationship to the Corridor

### Kitchen Duty

§7. Residents must fully participate in the kitchen cleaning scheme established on the corridor where they reside.

### Kitchen Tax

§8. Residents are obligated to pay reasonable kitchen taxes determined by residents on the corridor where they live.

Subsection 2. If a corridor deems it necessary, it may set a reasonable deposit for kitchen taxes for all residents on the corridor. This deposit must be offset against any outstanding debts within one month after a resident moves out of the corridor.

### Semester Cleaning

§9. All kitchens and corridors must be thoroughly cleaned at least twice a year, and residents are obliged to participate in the cleaning of the kitchen and corridor on the corridor where they live.

## Chapter 3 - Resident's Relationship to the Colleges' Office

### Office Access to Rooms

§10. Only the Colleges' management or those authorized to act on their behalf have official access to residents' rooms. The Colleges' daily leader is responsible for the actions and omissions of the authorized person. Official access to residents' rooms can only occur with the consent of the affected resident or after prior written notice no later than two days before official access is desired, unless official access is deemed urgent.

### Resident's Liability for Damages

§11. Each resident is liable for their actions in accordance with the general liability rules of Danish law and is obligated to compensate for damages to the same extent. Subsection 2. Both the Residents' Council and the Colleges' management encourage residents to take out both household and liability insurance to protect against losses if circumstances are not favorable.

### Payment of Rent/Rent Payment and Rent Arrears

§12. Every resident is obligated to pay rent, due on the 1st of each month and paid in advance. Every resident is obligated to sign up for rent payment via the Banking Sector's Payment Service (PBS). Timely payment of rent is on the 4th of the month, or the next working day if the 4th is a Sunday or public holiday. Rent is automatically paid on this date via the Banking Sector's Payment Service (PBS). The lease can be terminated due to arrears, provided a written warning has been given.

Subsection 2. If rent is paid later than the timely payment date specified in §12, subsection 1, an automatic fee equivalent to the maximum fee specified in the Rent Act §182, subsection 2, is incurred. Non-payment of arrear fees has the same effect as non-payment of rent. Information about applicable fee sizes can be obtained by contacting the Colleges' Office.

## Chapter 4 - Resident Subject

### Allocation and Affiliation Requirements and Residence Obligation

§13. The Colleges must serve as housing for students at Aarhus University, and residents must, during the biannual enrollment check, provide proof of enrollment or other recognized documentation of affiliation with Aarhus University and be actively studying.

Subsection 2. Residents must not have other fixed places of residence than the college room, meaning that the college room must be used as the primary residence.

Subsection 3. In special cases, the Residents' Council may recommend that accommodation be provided to a person on the Colleges.

Subsection 4. Only one person may live in a standard college room. In double rooms, two people may live, of which only one is subject to the affiliation and residence requirements.

### Moving Out, Stays, and Admission

§14. Residents who do not meet the conditions in §13 will be terminated after the 3-month notice period specified in the Rent Act §175. However, the Residents' Council and the daily management may, in exceptional cases, grant an exemption from an enrollment check.

Subsection 2. The maximum age for admission to the Colleges is 32 years.

### Sublease

§15. Subleasing can only occur after written application to the Residents' Council at least one month before the start of the sublease period, and must use the form from Parkkollegernes website.

Subsection 2. Subleasing is only granted when; the sublessor, based on documentation from Aarhus University, can demonstrate that the absence from the Colleges has academic relevance, cf. §13, subsection 1, and; the sublessee meets the conditions in §13. Both documentations must be received by the Residents' Council before subleasing can be approved.

Subsection 3. The Residents' Council may conditionally approve subleasing if parts of the documentation in §15, subsection 2, were not present at the time of application.

Subsection 4. Rooms cannot be subleased for more than 12 months.

Subsection 5. If subleasing that does not meet the conditions in §15, subsections 1-4, is found, this may result in the termination or notice of the lease, so that both the sublessee and the sublessor must immediately vacate the room, and neither the sublessee nor the sublessor will later be able to obtain rooms at the Colleges in University Park in Aarhus.

§15a: Subleasing is also possible according to §15, if it is assessed by the Residents' Council that the absence has a general educational purpose.

## Chapter 5 - Residents' Council's Case Processing

### Residents' Council's Jurisdiction

§16. The Residents' Council can, at any time, initiate or uninitiated, undertake the processing and notification of violations of these house rules. This includes written notifications regarding the house rules.

### Violation of House Rules – Submission of Complaint

§17. Complaints about residents for violation of the House Rules must be submitted to the Residents' Council no later than 7 days after the incident that forms the basis of the complaint.

Subsection 2. Before the complaint is brought before the Residents' Council, the accused must be clearly informed that a complaint will be filed against them.

Subsection 3. To ensure prompt and correct case processing, the complaint must follow the template available on the Colleges' website.

Subsection 4. Complaints that do not comply with these formal requirements may be dismissed without processing, unless the Residents' Council chooses to process the complaint as an exception.

### Violation of House Rules – Case Processing Phase

§18. After the Residents' Council has received a complaint, the case processing phase begins. During this period, the Residents' Council may only gather information and may not orally or in writing comment on the case. Similarly, the Residents' Council may not retell or in any other way comment on the content of the complaint in any of the exchanged letters but only convey copies of the original documents.

Subsection 2. As soon as the Residents' Council receives the complaint, the council must:

1. Send a receipt to the complainant, containing an overview of the further process, including schedule and the complainant's rights.
2. Send a letter to the accused, containing a message that a complaint has been filed against them, a copy of the complaint in its entirety, and an overview of the further process, including schedule and the accused's rights.

After the accused has received the complaint, they have the opportunity to respond to the charges. This response must be received by the Residents' Council within 7 days.

Subsection 3. If the accused does not respond to the charges, the case processing phase is concluded, and the decision phase begins. If the accused has submitted a response, the case processing phase continues, and the response is sent in a copy to the complainant. Then the council must decide whether it believes the case is sufficiently illuminated. In this connection, the Residents' Council may ask the parties to submit further statements or answer

specific questions. When the Residents' Council finds that the case is sufficiently illuminated, the case processing phase concludes, and the decision phase begins.

Subsection 4. Case processing should be as much as possible in writing. The Residents' Council may summon the parties to a meeting, and both parties may present witnesses. Once the case processing is no longer in writing, both parties are entitled to be present.

Subsection 5. The Residents' Council must always assess whether a complaint is filed as part of harassment between residents. If this is the case, the complainant may be sanctioned.

#### Violation of House Rules – Decision Phase

§19. Based on the available evidence, the Residents' Council must find a complaint either justified or unjustified. The Residents' Council prepares a recommendation along with the sanction option for the Colleges' Office.

Subsection 2. Both the complainant and the accused are notified of the Residents' Council's recommendation. This notice must be in writing, and the correspondence must indicate the Residents' Council's decision and the reasoning for it.

Subsection 3. The Colleges' Office, as the landlord, is responsible for sending the sanction to the accused as quickly as possible, to the extent that a sanction is imposed. The Colleges' Office follows the Residents' Council's recommendation unless blatant errors are found in the case processing.

Subsection 4. In connection with particularly serious violations of the house rules of a serious criminal nature, the Colleges' Office has the option to handle the termination case and subsequently inform the Residents' Council.

#### Common Sanction Options

§20. The Residents' Council has, among other options, the following sanction possibilities:

1. Warning with notification that the next justified complaint will result in a warning.
2. Warning with notification that the next justified complaint will result in termination of the lease.
3. Termination of the lease.

The Residents' Council may mitigate or enhance the sanctions, taking into account the circumstances of the complaint, but only very serious offenses may result in the termination of the lease without prior warning.

#### Final Provision, Reopening, etc.

§21. The Residents' Council's decisions in cases of violations of the house rules cannot be appealed, but the Residents' Council may decide at any time to consult with the daily management from the Colleges' Office regarding a case of violation of the house rules, both before and after a decision in the case has been made. In exceptional cases, the Residents' Council may reopen a case and change a previous decision.

#### Disqualification

§22. A Residents' Council member is disqualified if:

1. They have a personal interest in the case.
2. They are related to one of the parties in the case.
3. They are a corridor mate with one of the parties in the case.
4. Other circumstances apply that generally should lead to disqualification.

Questions of disqualification are decided by the Residents' Council itself.