

## The House Rules of the Estonian Academy of Arts (EKA)

The following house rules apply in the Estonian Academy of Arts:

### 1. Opening times

#### EAA is open every day between 8.00 - 23.00

Entrance through the main door (Põhja pst 7) - without a key card	between 08.00 - 20.00
with a key card	between 20.00 - 22.30
Other entrances may be opened with a key card	between 08.00 - 20.00
Public holidays (24- 26 Dec; 1 Jan)	the building is closed

- 1.1. During the specialty evaluation weeks set out in the academic calendar and in the preceding two weeks, the main building of EKA (Põhja puistee 7) is open 24 hours a day.
- 1.2. Outside the regular opening hours (in exceptional cases), the building may be entered only in agreement with the Administrative Department. It requires a respective application submitted to the Administrative Office on Webdesktop at least two working days before the occasion. The application must include the reason for the entrance, date, time and name of the student.

### 2. Workshops

- 2.1. The workshops are used for academic purposes and pursuant to the workshop rules that are available both in the workshop and on the website. The workshop rules and regulations are compiled by the head or the responsible person of the respective workshop.
- 2.2. The users of workshop facilities must have passed the occupational health and safety training.
- 2.3. Working in the workshops is allowed only in the presence of the workshop manager or supervisor.

### 3. Access to the facilities

- 3.1. The following key cards are used for moving around in the EKA building:

#### The cards issued through Minukool.ee:

The Estonian student card with a chip

ISIC student card

ITIC teacher card

Staff card

#### The key cards issued by EKA:

##### The lecturer card (green)

- visiting lecturers will be issued a key card by the faculty in case they have classes more often than on one day in a week. The key card is returned to the faculty after the end of instruction (e.g. at the end of the term or module etc).
- visiting lecturers are given a key card at the information desk in case they have classes on one day in a week. The key card is returned to the information desk after the classes (on the same day).

##### Guest card (orange)

- visitors are issued a key card at the information desk on the request of a member of staff. The key card is returned to the information desk after the visit (on the same day).

- 3.2. Visitors stay in the building together with their hosts only during opening hours.
- 3.3. If a key card issued by EKA is lost, it should be reported to the information desk. The penalty for losing a key card is 15 euros and for losing a key 50 euros.
- 3.4. The key and key card must not be passed on to other people.

3.5. The alarm system of EKA facilities is administered by EKA employees whose key cards have been provided with the respective rights. The security system of the rooms may be armed and disarmed only by the authorised people. The lists of authorised people are available in the Administrative Department.

#### **4. Student lockers**

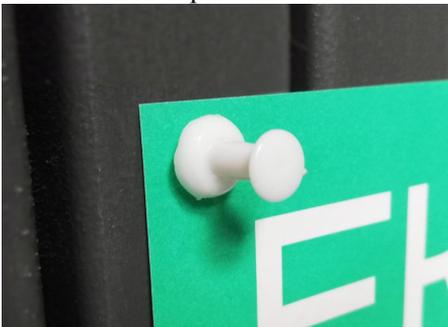
- 4.1. The lockers are allocated according to their location and they are administered by the study assistants of the respective faculties.
- 4.2. The period of locker use begins with the beginning of the academic year and ends with the end of instruction in the spring term.
- 4.3. The student is responsible for the maintenance of the locker.
- 4.4. The user of the locker must take into account the fact that his or her locker may be opened by an employee of the Administrative Department for security purposes.

#### **5. Events**

- 5.1. (At least one week) Prior to the extracurricular events taking place in EKA facilities, the organiser will coordinate the details of the event with the Administrative Department via e-mail. In order to get the consent, they need the approval of the department responsible for the given room and the Academic Affairs Office.
- 5.2. All rooms used for the event must be booked on the study information system (ÖIS).
- 5.3. The organiser of the event will ensure the dissemination of information by EKA and the orderliness of rooms after the event.

#### **6. The exposition of information materials and student works at EKA**

- 6.1. The information on external events, invitations etc are placed near the entrance of the main building (near the vestibule and information desk).
- 6.2. The information on EKA events and student works are put up on the active walls and concrete surfaces of the building with thumbtacks, masking tape and adhesive tack.
- 6.3. Advertisements and information materials will not be attached on the walls of the lift.
- 6.4. Double-sided tape and other means of attachment that can damage surfaces will not be used.



A model example of the use of a thumbtack on an active wall.

#### **7. Prohibited substances, weapons and smoking**

- 7.1. The consumption of alcoholic drinks is forbidden during instruction and events related with instruction.
- 7.2. Smoking is allowed in the designated and respectively marked areas outside the EKA building. Smoking is forbidden in the indoor area of EKA.
- 7.3. The consumption of narcotic substances is forbidden in EKA facilities.
- 7.4. It is forbidden to bring firearms, side arms and their imitations into EKA building.

#### **8. Cleaning**

- 8.1. The study areas are cleaned from Monday to Saturday and office areas on Tuesdays and Thursdays.
- 8.2. There is a cleaner in the building from Monday to Friday (between 8-16.30). For cleaning services, please turn to the information desk.

8.3. Each department is responsible for the utilisation of the remains of their study materials (there are paper and cardboard containers in the tunnel in the courtyard).

## **9. Parking**

9.1. The courtyard of EKA is available only for loading the goods, there are no parking spaces.

9.2. There are designated parking spaces only for EKA buses in the courtyard of EKA.

9.3. Bicycles may be parked around the EKA building at the designated places.



The building of EKA with its outdoor area must be used prudently. All members of EKA are obliged to maintain cleanliness and order in the public areas, study rooms, toilets, work areas in personal use and the academy territory. Any material damage caused to EKA will be compensated by the perpetrator of the damage.