

## **Ordensregler**

LBP - Revideret 25/01 2019

JG – Gennemgået januar 2020.

## **Code of conduct**

### **Smoking, alcohol and drugs**

The working and learning environment at Funen Art Academy must be safe and inclusive for all, and Funen Art Academy therefore has the following policy for alcohol consumption on the Academy's premises. It is not acceptable to be under the influence of alcohol at the school. This applies throughout the Academy's opening hours. The Academy has a zero-tolerance policy for drug use. It is therefore not acceptable to use or be under the influence of drugs during the Academy's opening hours.

Any violation of this may result in suspension or, in repeated cases, permanent expulsion from the Academy.

Exceptions may be made by prior agreement in connection with e.g. exhibition openings, school parties or other public/internal events. Alcohol consumption at parties and events may not be of such a degree so as to be a nuisance to fellow students, staff members or guests.

### **Working environment**

#### Studios and communal spaces

To ensure an orderly and safe physical working environment, all use of the Academy's rooms, workshops and studios must take place with respect for the working environment and workspaces of all. Noisy, intimidating or violent behaviour is not tolerated.

This means that studios, workshops and communal spaces must always be kept in a clean and tidy condition to ensure that communal spaces are accessible and usable for all. Individual studios are also considered communal spaces.

It is the responsibility of students to clean up and ensure that rooms and studios are left in an acceptable state. It is not permitted to eat in the studios. Eating should be limited to the student canteen in the basement. It is not permitted to leave empty bottles, cans and food items in the studios. Any empty bottles, cans and food items will be removed immediately. The Academy may require that a student rectify unacceptable conditions immediately, just as all instructions from staff members must be complied with immediately.

It is only permitted to work with materials with MAL codes 00-, 0- and 0 or equivalent in communal spaces. Work with materials with an MAL code above 2 may only take place in the studios by prior agreement.

All students who have a studio space are obliged to participate in communal cleaning and tidying of studios and workshops.

It is not permitted to store artworks, materials and the like that are not part of active production in the studios or at the Academy. The Academy may require that artworks, material and inventory that are not part of active production be removed immediately.

Sofas, mattresses etc., as well as hotplates, kettles and other electrical appliances that constitute a fire hazard, are not permitted in the studios or in communal spaces.

Use of open fire and candles is also not permitted.

Violation of this may result in suspension or, in repeated cases, expulsion from the Academy.

### **Student canteen**

Students are responsible for cleaning up after themselves, such that the student canteen in the basement is always clean and tidy, with room for all. The refrigerator in the student canteen is emptied every Friday at 11:30.

## **Access**

In return for a deposit, all active students are entitled to a key giving access to the premises outside the administration's opening hours. The key is personal and may not be passed on or loaned to a third party. Violation of this may result in suspension or, in repeated cases, expulsion.

## **Guests**

Guests and anyone not associated with the Academy do not have access to studios and communal spaces without prior agreement.

Guests are permitted in relevant study-related contexts, provided that it does not cause inconvenience to other students.

It is the responsibility of the host to ensure that guests follow and respect the rules of the Academy.

## **Animals**

Smaller animals may only be brought to the Academy on a lead or in a cage provided that no students or staff members object or have allergies. It is the owner's responsibility to inquire and inform regarding animals. Any instructions from staff must always be followed immediately.

## **Vandalism**

Graffiti, tags, vandalism and other damage to Academy premises and inventory are not acceptable. This also applies to mishandling of Academy premises and inventory against better judgement. It is not permitted to make alterations to the construction of studios and communal spaces, including installation of shelves and other inventory that must be mounted or in other ways alter Academy premises and inventory, without prior permission.

If these rules are not complied with, the student may be held financially responsible for repairing any damage. It is also not permitted to borrow or remove Academy inventory from school premises without prior

permission. In the case of serious or repeated violation, the student may be expelled. Vandalism, including graffiti, will be reported to the police.

It is not permitted to spend the night at the Academy. Violation of this may result in suspension or, in repeated cases, permanent expulsion from the Academy.