

## **REGULATION 29: OTHER REGULATIONS CONCERNING THE UNIVERSITY SITE AND BUILDINGS, COMPUTING REGULATIONS AND MISCELLANEOUS ADMINISTRATIVE REGULATIONS**

### **1. University Buildings**

The following Regulation has been approved for all buildings, other than residences, in the ownership of the University or occupied by University units and for offices in residential buildings:

- (a) Visitors not accompanied by a member of the University must report in the first instance to the Porter's Desk or other designated reception point and, where required to do so, sign in.
- (b) Laboratories, lecture theatres, seminar rooms and other areas in which academic work is in progress may not be entered by visitors, staff or students without the permission of the member of faculty in charge.
- (c) All visitors, staff and students shall abide by any safety regulations in force, and shall not enter a Hazardous Area without the authority of the appropriate Person or their representatives or a valid permit to work.
- (d) No child under the age of 16 years shall be permitted to enter any Science building other than the main entrance/reception area or any other non-hazardous area designated by the appropriate Person. In non-Science buildings no child under the age of 16 years may enter any designated hazardous area. Children under the age of 16 must always be accompanied by an adult. Note: This regulation shall not apply in the case of authorised parties of visitors or where a child is taking part in research work approved by the Space Manager.
- (e) All persons entering or working in a laboratory shall, where so required, wear safety spectacles or prescription glasses.
- (f) All persons entering a building shall abide by any regulations promulgated by the appropriate Person.
- (g) Animals, other than assistive animals and such animals as are required specifically for academic purposes, are not permitted in University buildings. Animals that have previously (before 1 August 2003) been permitted in University buildings with the consent of the Head of School shall continue to be permitted provided owners obtain the written permission of their Head of School and a risk assessment for the handling of the animal whilst within University Buildings is carried out. Retrospective applications will not be considered.
- (h) Bicycles, motor bicycles and motor vehicles are not permitted to be brought into buildings unless specifically designated for that purpose.
- (i) Hazardous or noxious substances other than are specifically required for academic purposes are not permitted to be brought into buildings.
- (j) Furniture and equipment within a building may not be moved to another room or building except with the prior consent of the Building Controller.
- (k) The use of non-residential buildings as residences is not permitted.
- (l) Notices may be posted only in authorised places.

(m) Private portable heating equipment is not permitted in University buildings without the approval of the Space Manager and without having been tested by a competent person for safety. Electric bar radiant heat fires, flame radiant fires, paraffin heaters and similar appliances are totally prohibited.

## 2. The University Park

The following Regulation has been approved in respect of the open areas of the University Park:

- (a) Amplified speech or music is not permitted in the University Park.
- (b) Sales from mobile vending vehicles (e.g. ice-cream vans, hot-dog vans, etc.) are not permitted without express written permission from the Director of Estates and Facilities Management or their delegate.
- (c) Tents and caravans are not permitted in the Park.
- (d) Living in vehicles is not permitted in the Park, including those areas designated for car parking.
- (e) Animals brought into the Park must be under proper control. All dogs must be kept on a lead and, persons in charge of dogs are required to remove dog faeces deposited on mown grass areas.
- (f) Games likely to cause damage, or inconvenience to other persons, may not be played in Fulton Court or in or near any other similar open pedestrian area.
- (g) Litter must not be deposited in the Park or on roadways.
- (h) The Boiler House, Plant Rooms and Electrical Sub-Stations are out of bounds to unauthorised persons.
- (i) Climbing on the outside walls of buildings (except in the case of the Sport centre Climbing Wall) or other similar structure is not permitted.
- (j) Notices may be posted only on designated notice boards and may not be affixed elsewhere, for example to trees, paving, or post boxes.

Note: In individual instances the Director of Estates & Facilities Management may approve exemption from the above paragraphs, but such exemption must be obtained in advance from the Director of Estates & Facilities Management in writing.

## 3. Traffic and Car Parking

(a) The University roads are generally subject to the provisions of the Road Traffic Acts, including a speed limit and parking restrictions. Anyone committing an offence under these Acts may be liable to prosecution. The following regulations are supplementary to, and do not over-ride the provisions of these Acts.

### Definitions

‘University Park’ means any land or buildings under the control of the University on its campus at Falmer, including those occupied by companies as tenants.

‘Motor vehicle’ means a mechanically or electrically propelled vehicle with two or more wheels.

‘Motorcycle’ means any two wheeled mechanically or electrically propelled vehicle with two wheels.

'Motor-car' means any mechanically or electrically propelled vehicle with three or more wheels.

'Staff' includes any person employed by the University or paid through the University payroll system.

'Student' includes any person enrolled for an award-bearing course of the University.

'Associate' includes any person with an on-going relationship with the University which entitles them to use certain university services.

'Visitor' includes any person other than staff, students or associates, with a bona fide reason for visiting the University.

'Contractor' means any person or firms that contracts to supply materials, labour or a service to the University and includes any firm or person subcontracted to do so.

'Disabled' means any student, member of staff or visitor who for the purpose of these Regulations is formally acknowledged by the University to have particular transport difficulty by reason of infirmity or physical disability.

#### Traffic

(b) No motor vehicle may be driven along University paths or in areas which are normally closed to motor vehicles or over any land not forming part of a road.

(c) Motor vehicles within the University Park must at all times be driven with due care and consideration for all other vehicular and pedestrian traffic and for University property.

(d) No motor vehicle may be brought onto the University Park unless:

- it has a valid Road Fund Licence.
- it has third party insurance cover required by law, in respect of vehicles used on public roads.
- it is properly maintained and kept in good running order.

(e) No person may use a motor vehicle on the University Park unless:

- they hold a driving licence valid for the vehicle.
- the insurance cover for the vehicle is valid for that person's use of it.

(f) Cyclists and users of motor vehicles must obey all traffic instructions and notices issued by University Security staff, Car-Park Control staff or other staff having the requisite authority.

(g) All accidents involving damage or injury on a University road or in a car park must be immediately reported to the Security Office. In accidents involving injury the police must be notified.

#### Use and parking of bicycles

(h) All bicycles parked in the University Park are parked at their owner's risk and the University cannot accept liability for loss or damage.

(i) Cyclists are required to observe and to comply with the regulations above concerning traffic movement in the University Park.

(j) Bicycles do not require a permit or a pass to park.

(k) Cycling on footpaths, other than those designated as cycle paths, and on grassed areas of campus is prohibited.

(l) Bicycles should be parked in designated areas where bicycle stands are provided.

(m) Bicycles may not be taken into or parked in buildings, or parked where they are liable to cause an obstruction e.g. secured to fences alongside walkways or at building entrances.

(n) Bicycles found within buildings or causing an obstruction are liable to be removed and impounded without further notice. Security chains and devices will be cut if necessary. A charge may be levied for return of an impounded bicycle.

#### Motor vehicle parking

(o) Motor vehicles parked in the University Park are parked there at their owners' risk and the University cannot accept liability for loss or damage.

(p) Motor vehicles may only be parked in areas designated for that purpose. Motor vehicles parked inconsiderately or in such a manner as to cause an obstruction may be towed away and impounded without further notice.

(q) Motor vehicles parked on yellow lines or otherwise illegally on the roads subject to the Road Traffic Acts will be liable to a Fixed Penalty imposed by officials working on behalf of the Local Authority. Vehicles similarly parked on roads not subject to the Road Traffic Acts or in car-parks, including hashed lines marking loading and turning areas, will be towed away and impounded without further notice.

(r) Only motor vehicles registered for use by a disabled person may be parked in the parking bays designated for disabled use. Motor vehicles parked inappropriately in such spaces will be towed away and impounded without further notice.

(s) Motor vehicles must be parked within marked parking bays in the car parks.

Large motor vehicles, such as motor caravans, vans and minibuses, exceeding the size of one parking space, may only be parked in the University Park with the express permission of the Director of Estates and Facilities Management.

(t) Use of a motor vehicle parked in the University Park for overnight accommodation is prohibited.

(u) All motor-cars parked in the University Park between the hours of 0900 to 1700, Monday to Friday, must display, on the front windscreen of their motorcar, a valid permit or pass to park and/or evidence of payment of the appropriate parking charge.

(v) Parking charges are determined from time to time by Performance Committee. Current charges are displayed on the Transport section of the University website, are also published elsewhere on campus from time to time and are available from the Transport Manager.

(w) Students resident in University property on the University Park, in properties owned by the University in Falmer Village or in any property to which the University has nomination rights within one kilometre of Falmer House, are not permitted to park motorcars in the University Park unless:

- the student has obtained exemption from this regulation. Applications for exemption must be made in writing to the Transport Manager.
- the student is disabled and this has been formally acknowledged by the University.

- the student has children living with them.
- the student is a residential advisor who has been granted exemption by the Director of Residential, Sport and Trading Services, acting on behalf of the Chief Operating Officer .

(x) All staff, students (except those resident students not permitted to park under the terms of paragraph 3(w) above but including those exceptions noted) and associates of the University may apply for an annual University Permit to Park. Staff (except those on very small or occasional contracts) may pay for that permit by monthly deduction from salary, unless such charges are waived by the University (see charges for details). Alternatively, staff, students and associates of the University may apply for a University pass to park, which must be supplemented by evidence of payment of the appropriate daily charge for parking. Charges appropriate for university users will be displayed in the car parks and will be notified to users at the time of issue of the pass.

(y) All information provided to the University for the registration of motor vehicles and to obtain a parking permit or pass must be true and accurate. Responsibility for updating the information rests with the vehicle user. Falsifying of information may be a breach of the Disciplinary rules and may result in withdrawal of rights to park in the University Park.

(z) Visitors to the University must purchase and display a valid pay-and-display voucher at the full external daily rate or display a visitor's daily permit provided by the University School or Unit they are visiting, unless special event arrangements have been made e.g. for conferences or Admissions/Open Days. In the latter case, Car-Park Control staff will direct appropriate visitors to the designated car parks.

(aa) Contractors must display the permit to park, allocated to them at the time of confirmation of contract or permit to work allocation or use the pre-arranged designated parking space.

(bb) University permit or pass holders are not permitted to use car parks or parking spaces that have been designated for visitors only or for a special event, contractor or conference. Such designated spaces will be clearly marked with notices. Motorcars found in these car parks and displaying a University permit or pass will be towed away and impounded without further notice.

(cc) All University car-park permits and passes remain the property of the University and may be rescinded by the Director of Estates and Facilities Management at any time.

(dd) Users of motorcycles must register their vehicles with the University but are not required to display a permit or pass to park. Motorcycles must be parked in spaces designated for motorcycle parking. Motorcycles parked inconsiderately or causing an obstruction are liable to be removed and impounded without further notice. Security chains and devices will be cut if necessary. A charge will be levied for return of an impounded motorcycle.

#### Abandoned vehicles

(ee) The Local Authority has statutory powers of removal and destruction of vehicles which are apparently abandoned. The University reserves the right in the case of any motor vehicle which (in the absolute discretion of the University) appears to be abandoned, with or without prior notice to the vehicle owner, to request the Local Authority to exercise its statutory powers.

As a courtesy but not as a matter of obligation to the vehicle owner, the University may elect to affix a warning notice on the vehicle at least seven days prior to making any such request to the Local Authority. The University reserves the right to co-operate appropriately in any particular case with the Local Authority with regard to the exercise by the latter of its statutory powers.

## Penalties for infringement of the Regulations

(ff) If the Regulations are broken one or more measures, explained below, will occur:

(i) Warning notices – These are issued to bring a motor vehicle user's attention to the fact that a Regulation has been infringed. There is no financial penalty. There is no appeal against a warning notice but if there is a dispute about the factual basis of the warning, any letter noting such issues will be filed. Warnings relating to breaches of the rules that took place over 12 months ago or longer are removed from the record. Second warning notices may be affixed to the windscreen and may take time to remove.

(ii) Fixed penalties – These are issued following a breach of the Regulations and involve a financial penalty at a rate designated by the University Council. An appeal against a fixed penalty notice can be made in writing to the Chief Operating Officer, whose decision is final.

Fixed penalty notices will only be issued after at least one warning has been given. Payment of University fixed penalty notices must be made within 28 days. Failure to pay a fixed penalty within that period will incur an additional administrative charge to convert the charge into a normal debt to the University.

(iii) Towing away and impounding of vehicles – Towing away and impounding of motor vehicles is reserved for occasions of inconsiderate, obstructive or dangerous parking. No prior notice will be given to vehicle owners or users. In order to recover the vehicle, the user will have to pay the tow-away charge plus an administrative fee to the University. The rate of the fee is determined by the University Council.

(iv) Serious breaches of the Regulations – Persistent or serious breaches of these Regulations, including tampering, alteration, duplication or forgery of permits, passes or pay and display vouchers will be dealt with under the University's Disciplinary Procedures.

(v) Withdrawal of rights to park in the University Park – The University reserves the right, at the discretion of the Director of Estates and Facilities Management, to withdraw parking privileges from any vehicle user and to request the return of parking permits or passes. An appeal against the withdrawal of parking privileges can be made in writing to the Chief Operating Officer, whose decision is final.

(vi) Vehicle immobilisation by wheel-clamping – Repeated infringement of the regulations by failure to display a valid Permit or Pass to park, or a valid receipt for payment at the external rate may result in the vehicle being immobilised by clamping. A release fee will be payable. The rate of the fee will be determined by the University Council.

## 4. Smoking Policy

(a) Under the Health Act 2006, the University of Sussex is required to protect its employees and the public from the effects of second-hand tobacco smoke, by prohibiting smoking in all enclosed and substantially enclosed premises. The University of Sussex considers that it is prudent as part of its general duty to protect the health and well-being of its employees, to extend the scope of this policy to include the use of Electronic Nicotine Delivery Systems such as electronic cigarettes and vapes.

#### General restrictions on smoking and vaping

(b) Smoking/vaping is not permitted in any part of University building or premises (or in close proximity (e.g. 2m) to entrance ways, windows, or air vents) managed, leased or owned by the University at any time, by any person regardless of their status or business with the University. This includes residential premises and student accommodation.

(c) By premises it is meant any enclosed building or substantially enclosed public or private area occupied by one or more members of the general public or a workspace whether used by one or more members of staff. Such spaces include all offices and other enclosed or substantially enclosed workplaces, supported and general housing establishments, rest rooms and communal areas such as lifts, corridors, stairways, lavatories, reception areas or entrances.

(d) For full details of the smoking policy, please refer to the Health & Safety Governance page: <https://www.sussex.ac.uk/hso/governance>

#### 5. Administrative Regulations

(a) Students (other than part-time students not resident in the local area) must register under the National Health Service with a doctor in the University Health Service, or another doctor in the local area, by the end of the third week of their first term, and the name of the doctor with whom they have registered must be notified to the University Health Service by that date.

(b) No member of the University may use the name of the University (e.g. in a published letter or other document) in such a way as to give the impression that the University supports the views expressed in the publication, or any activities of the member, without the permission of the Chief Operating Officer. Any such publication must bear the name of the person responsible for it.

#### 6. Regulations for the Use of Computers and Computer Networks

##### 6.1 Information Security Policy

(a) It is the Policy of the University of Sussex that the information it manages shall be appropriately secured in order to protect the institution from the consequences of breaches of confidentiality, failures of integrity or interruption to the availability of that information.

(b) These regulations, together with subsidiary policies and implementation documents, comprise the University's Information Security Policy. It defines the framework by which the confidentiality, integrity, legality and availability of information within the University is ensured.

(c) The Information Security Policy will be regularly reviewed by the Information Services Committee or another body set up by Information Services Committee for this purpose.

##### Scope

(d) This policy is binding upon all users such as staff, students contractors, consultants, visitors and guests of the University when using University facilities, computers and/or networks, whether on site or via remote connections.

## Implementation

(e) Information Services Committee has the authority to authorise and renew this policy.

(f) Information Services Committee may delegate specific responsibility for ensuring that the implementation documents and controls relating to information security are comprehensive, up to date and consistent with the law to another body set up for this purpose.

(g) The Director of IT Services may authorise access to private information for operational reasons. Exceptionally, the Chief Operating Officer may authorise legal access to users' private information to investigate suspected breaches of University Regulations or the law. Such actions will be reported annually in summary form to Information Services Committee. No one may access any other users' private information without explicit permission or authority.

## Responsibility

(h) Users of University of Sussex facilities are responsible for protecting its information assets, systems and infrastructure. If you believe that information security has been compromised or is at risk you must inform the University by one of the methods outlined below.

(i) University Officers, Heads of Schools, Directors of Professional Services Divisions and Section Heads are responsible for ensuring that all information in their area is managed in conformance with this Policy. Risk assessments of information systems must be carried out and recorded to determine the probability and impact of security failures and the mitigation undertaken.

## Discipline

(j) Students or staff who act in breach of this policy or who are negligent in their responsibilities to enforce it may be subject to disciplinary or capability procedures. In serious cases flagrant breaches of security policy may be grounds for exclusion from studies or for dismissal from employment.

## Contact

All concerns about information security, whether or not communicated by other means, should be emailed to [infosec@sussex.ac.uk](mailto:infosec@sussex.ac.uk) or via the contact details at <http://www.sussex.ac.uk/infosec/> Policy, Implementation and Advisory Documents An up-to-date set of policy and supporting documents are available at <http://www.sussex.ac.uk/infosec/>

## 6.2 Regulations for the Use of Information and Communication Technology

### Introduction

(a) These regulations define University's policy of acceptable use for Information and Communication Technology (ICT).

### Purpose

(b) The purpose of these regulations is to ensure that the University's ICT systems are available for their primary purpose of supporting teaching learning and research. They also aim to reduce the risk of disciplinary or legal action by making users aware of the framework in which the ICT systems must be used.

### Scope

(c) This policy applies to all users of ICT equipment such as staff, students, contractors, consultants, visitors and guests.

(d) ICT facilities encompass (not exhaustively) Telephones, PCs, Macs, PDAs mobile telephones, wires and wireless (infrastructure), software databases, email messaging, internet access, server access,

owned, leased rented or otherwise provided when connected to the university infrastructure. For example, this means that if you use your own equipment connecting through the University network these rules will apply.

#### Note on Privacy

(e) The University of Sussex respects the privacy and academic freedom of staff and students. The University logs the use and operation of ICT systems to assure system performance and integrity. These logs are monitored but not routinely inspected. Within the terms of the Policy for Institutional Access to Information within University ICT Accounts, Equipment and Networks, the University has the right to access communications and data within its ICT systems for business purposes and for preventing, detecting or investigating crime or misuse of the system.

#### Acceptable Use

(f) University ICT systems are provided to support the advance of learning and knowledge through teaching and research. Occasional personal use that does not interfere with this primary purpose of the University is allowed.

(g) Most users will be issued with an account as part of student or staff induction.

Other accounts may be authorised for specific purposes. Passwords to accounts must be kept secret.

(h) All hardware that uses the ICT systems must be registered here:  
<http://www.sussex.ac.uk/its/roaming/> or installed by ITS or ICT staff.

#### Unacceptable Use:

(i) To access, create, change, store, download or transmit material which is threatening, offensive, defamatory, abusive, indecent, obscene or racist (other than in the course of properly supervised academic study and with the prior knowledge of the University).

(j) Intellectual copyright infringement – such as copyright trademark or patent.

(k) Accessing, deleting, amending or disclosing data or data structures without permission.

(l) Attempting to gain, or gaining, unauthorised access to ICT systems either within or external to the university.

#### Actions which threaten the ICT infrastructure

(m) Introducing viruses onto the network.

(n) Disrupting the network for example by activities such as port scanning, packet spoofing or denial of service attacks, or by excessive use of peer to peer applications (examples include Skype and Bit Torrent).

(o) Actions which put the security of information systems at risk.

(p) Wasting resources (time, networks or computers).

(q) Sending unauthorised bulk mail or 'Spam' and/or falsifying the authorship.

(r) Removing, damaging or tampering with any university ICT system.

#### Other unacceptable actions

(a) Offsite access to corporate data in an insecure manner:

(b) unsecured wireless links at home or internet cafes.

- (c) devices not security patched and/or covered by current anti virus software.
- (d) Storing private University information (for example confidential business information or personal data that is covered by the Data Protection Act) on portable computers or portable storage media without encryption.
- (e) Unreasonable and excessive personal use that conflicts with the person's role in the University.
- (f) Using the network for commercial gain without prior permission of the Director of IT Services.
- (g) Not abiding by local rules relating to the area in which you are working/studying.
- (h) Sharing computer accounts or loaning accounts or passwords to other people.
- (i) The download, upload or use of unlicensed software (e.g. programs) or of multimedia objects (e.g. movies, games, music) in breach of copyright.
- (j) Causing annoyance, inconvenience, offence, distress or nuisance to other users.

#### Sanctions

- (k) Unacceptable use will be dealt with in a graded manner:
  - (i) Where infringements are minor, computer resolution will be used – for example; excessive use of peer to peer software may result in the speed of your network connection being substantially reduced until resolved. This action will be performed by computer and no employee of the University will become involved. Users may contact the ITS fault reporting service if they experience problems.
  - (ii) Where your actions put computing facilities at risk, your account and/or computing device could be suspended from the network, and your actions reported to the Chief Operating Officer (students) or line manager (staff). The infringement may result in action being taken under staff or student disciplinary procedures as appropriate.
  - (iii) University policy is that criminal activity will be referred to the police.
  - iv) The University, in accordance with its Prevent Duty, will also make referrals to appropriate channels where IT activity indicates that such a referral is appropriate.

#### 7. Miscellaneous Regulations

Lists of and links to other policies, procedures, codes of practice and regulations may be found on the Office of Governance and Secretariat website at:

<http://www.sussex.ac.uk/ogs>

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