

Gisma University of Applied Sciences

# HOUSE RULES



Gisma  
University  
of Applied  
Sciences







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# House Rules of Gisma University of Applied Sciences

## 1. Scope of Application

1. These house rules apply to all buildings, parts of buildings and properties used and managed by Gisma University of Applied Sciences. They serve to ensure safety and order at the and is intended to contribute to the university being able to fulfil the tasks it is required to perform.
2. The house rules are binding for all students of the institution of higher education as well as for all persons who are on the premises or in the rooms of the university.

## 2. Householder's rights

1. The university's Head of Student Services is the holders of domiciliary rights.
2. The house rules shall be exercised by the Head of Student Services. The domiciliary right may be delegated, in particular to the persons named below:
  - a. University members in general or delegated for individual cases
  - b. The chairmen and chairwomen during meetings of collegial bodies of the university and its committees
  - c. The respective supervisors or lecturers in the rooms used for teaching and examinations
  - d. The caretakers

## 3. Smoking ban

1. Smoking is absolutely prohibited in all buildings and rooms in the University, including the terrace
2. Smoking is permitted outdoors in specially designated areas equipped with ashtrays.
3. Cannabis use
  - a. There is non-advertising and sponsorship of cannabis and cultivation associations within the University and for University associations
  - b. Restriction of public consumption of cannabis for non-medical purposes: no consumption on campus or within a distance of 100 meters from the entrance area of the campus is permitted.
  - c. Disciplinary measures will be taken for the use of cannabis for non-medical purposes on campus and / or sale/ transfer of cannabis to children or adolescents.
  - d. Students found to be in possession of above 25 grams of cannabis for non-medical purposes are referred to the competent authorities.

## 4. Facility Management / Assignment

1. Building management is assigned to the commercial management.

## 5. Use of Video Cameras

1. At the discretion of the university management and if necessary, individual areas of the university, both indoors and outdoors, may be monitored by video cameras, including temporary recording, in compliance with the relevant data protection regulations. These areas shall be additionally marked.
2. The use of surveillance cameras shall serve solely to prevent danger and to increase the safety of all students and the property of students and Gisma University.

## 6. Key Management

1. The building and room keys are administered by the building management.
2. Lost keys must be reported to the Head of Students Services immediately and replaced at the student's expense.

## 7. General rules of conduct

1. Every user must behave in such a way that teaching, learning and research activities, other authorised events and administrative operations are not impaired. Reference is made to the University – in particular § 2 – is expressly referred to.
2. The facilities shall be treated with care and in such a way as their intended purpose normally require. Cleanliness and hygiene shall be observed in all rooms and publicly accessible circulation areas. The right of recourse is reserved in the event of violations of this rule or damage to property.
3. Furniture and fixtures of the university may only be removed or used elsewhere with the consent of the Campus Manager of the University of Europe for Applied Sciences.
4. Users may only bring their own furniture and furnishings into the university's rooms with the consent of the Campus Manager. Objects brought in unlawfully may be removed immediately and subject to a charge.
5. Private electrical appliances – especially coffee machines – brought into the university by members of the university are not allowed. Exceptions to this may be permitted by the building management, e.g. if measures have been taken to minimise the risk of fire.
6. The instructions of the persons in § 2 and other staff members of the administration must be followed in matters within their respective areas of responsibility.
7. Damage must be reported immediately to the Head of Student Services. This also applies to theft.
8. All resources such as energy, water and materials shall be used sparingly.
9. There is a general requirement to avoid rubbish and to recycle residual materials as far as possible. The bringing of private waste and recyclable materials for disposal via the university is prohibited.
10. Locking the workrooms and, if applicable, the cupboards and desks in rooms provided to students is the responsibility of the students and desks in rooms made available to students are the responsibility of the respective users including switching off the lighting, closing the windows and regulating the heating when

## 8. Opening Hours

1. The opening hours of the university buildings during the lecture period and for the non-lecture period shall be determined by the management.
2. Facilities for general use (library, refectory) are subject to special opening hours. These shall be posted on the stands of the facilities and the intranet.
3. Outside the opening hours, rooms may be used for teaching events. During such events, the participants shall be admitted to the building, after which the building shall be closed. After the end of the event, the organiser shall ensure that the rooms are left in an orderly manner, that the lights are extinguished and the building is properly locked.
4. All authorised users are obliged, when entering locked buildings or rooms, to always lock entrance and connecting doors in corridors etc. again, in particular after the end of the service.
5. If keys are issued to users for the use of certain rooms outside the opening hours, the users for the use of certain rooms outside of opening hours, the key holder shall return the key to the Head of Student Services.
6. The building management is authorised to order locking arrangements in individual cases.

## 9. Accessibility of Rooms / Equipment

1. During the opening hours of the buildings, all members and members of the university shall be entitled to use the lecture halls, practice rooms and seminar rooms of the university in accordance with the room allocation plans.
2. After use, the rooms shall be restored and tidied up in accordance with the seating plans. and tidy up independently in the same way as they were found. Objects brought in, e.g. models and plans, shall be removed immediately.

## 10. Advertising and distribution of goods

1. Students of the university are revocably permitted to post notices and newspapers on the stands, notice boards, and whiteboards. It is not allowed to stick anything on the walls/windows. The person responsible for the content must be clearly identifiable on the communication medium.
2. Advertising and distribution of goods by third parties is generally subject to payment. The university's building management shall conclude the corresponding contracts.
3. If certain students or groups of students are provided with stands and notice boards, notices may only be posted there with their consent.
4. Notices and newspapers which are affixed contrary to the provisions of paragraphs 1 to 3 may be removed. The costs incurred for repairs and cleaning for repairs and cleaning shall be borne by those responsible.

## 11. Lost property

1. Lost property must be handed in at the Welcome Desk.

## 12. Lockers, Cloakroom

1. Students or teaching staff may use the lockers provided to store their belongings. students or lecturers at their own risk and responsibility.
2. The university is not liable for damaged, lost, stolen or otherwise lost items. The university accepts no liability for damaged, lost, stolen or otherwise misplaced items.

## 13. Use of parking spaces, parking of motor vehicles and bicycles

1. Walking speed must be observed throughout the university grounds.
2. Motorcycles and bicycles may only be parked in the designated and marked areas. The parking of motorcycles and bicycles in the buildings is not permitted. Parking and leaving motor vehicles in the car park is at the risk and liability of the person concerned. Driving on the campus grounds is only permitted as an exception.
3. The management may allocate certain parking spaces to special groups of persons for preferential use.
4. The access routes on the campus and especially the entrances to the buildings are part of the rescue routes for the fire brigade; parking is not permitted here.
5. Vehicles parked illegally and in contravention of traffic regulations may be towed away. The driver and/or owner are obliged to pay the towing costs.
6. In addition to these regulations, the university may issue its own regulations for the management of the parking area.

## 14. Animals

1. Animals (with the exception of guide dogs) may not be brought into or kept in the university buildings. The Building Management may issue temporary and revocable exemptions.
2. In the case of a justified and approved exception, animals may be brought in, but may not be allowed to run free. The animal owner is responsible for the disposal of faeces.

## 15. Small Children

The following principle apply to all children on campus who are not registered on a University programme:

1. The parents/guardian (or group leader where it is an organised activity) of any child under 18 are responsible for behaviour and safety of the children in their care at all times. Children should not be left alone unsupervised.
2. The University will not permit any child of 11 years of age or under to be released from its care or premises unaccompanied.
3. No child or young person under 18 years of age is permitted to remain on University premises outside of these times unless they are taking part in an organised activity:
  - Monday to Friday 08:30 to 20:00hrs
  - Saturday to Sunday 08:30 to 18:00hrs

(The University reserves the rights to amend these access times without notice for significant operational or child protection reasons).

4. Children may only access rooms which hold specialist equipment, including laboratories, print rooms, kitchens and music practice rooms as part of an organised activity led by an appropriately qualified individual.
5. The University reserves the right to ask for any children on site to be removed if they are considered to be excessively noisy or disruptive or accessing areas which are forbidden.
6. Please note that students are also not allowed to bring their children into lectures, seminars or other classes. Children also cannot be left unsupervised while students attend classes.

## 16. Fire Protection

1. All users of and visitors to the university must observe the applicable fire protection regulations and to refrain from all measures that could lead to a fire hazard. Marked escape routes must be kept clear at all times.
2. Alarm and escape plans shall be observed. Fire doors are generally to be kept closed.

## 17. Conditions for the allocation of rooms

1. Rooms at the university may be made available or rented out on application, primarily for academic and cultural events.
2. The allocation of rooms at the university shall be agreed with the Campus Manger. The building management may formulate its own regulations for this purpose.
3. Groups of students may apply to use rooms or parts of buildings on a permanent basis (at least one semester). A separate agreement must be concluded with the building management.
4. These house rules are generally part of such an agreement; deviations from the house rules are to be recorded in the agreement.

## 18. Existing / Other Regulations

1. The special (usage) regulations issued for the use of certain university facilities shall remain unaffected.

## 19. Consequences of violations of the house rules

1. In the event of violations of these regulations, the holder of the domiciliary rights shall have the right to order a provisional expulsion from the premises or a provisional prohibition of use, until the matter has been submitted to the university management for a decision.
2. In the case of violations of these house rules, the respective holder of house rights shall take the necessary disciplinary measures, taking into account the principle of proportionality. In particular, the following shall be considered;
  - a. an instruction with reference to the legal consequences in case of further misconduct in the case of minor breaches of the house rules
  - b. in the case of unacceptable disruption of lectures, meetings of the collegial bodies or academic celebrations, after unsuccessful warning, exclusion of the disruptive person(s) for the further course of the event or termination of the event
  - c. in the case of serious breaches of the house rules, temporary exclusion from further use of the facility affected by the breach; permanent exclusion is only permissible if there is a risk of repetition and, taking into account the seriousness of the breach, serious disruption of the university's teaching, research or administrative operations is to be feared. If the exclusion of use is directed against a member or a member of staff of the university, the holder of the house rules shall immediately notify the supervisor of the person causing the disturbance as well as to the management, who will then ultimately decide whether the disciplinary measure is to be continued or whether it should be lifted.
  - d. the Head of Student Services may issue a ban from the premises if the disruptors are persons who are neither members nor relatives of the university.
  - e. If there is imminent danger that criminal offences involving bodily harm, considerable damage to property or the like being committed, which require immediate measures to avert danger, the police authorities shall be requested to take appropriate measures. At least one managing director shall be informed immediately, If time permits, the request for police assistance shall be addressed to the Campus Managers or their representatives, who shall inform the police if necessary.
3. In connection with the teaching, research and administrative operations at the institution of higher education which give rise to the suspicion of a criminal offence shall be reported to the Head of Student Services together with a statement of the facts; the Head of Student Services shall decide on the forwarding of the matter to the public prosecutor's office.

## 20. Transitional Provisions

1. These house rules shall be handed out to the students upon enrolment and thus made known to them.
2. For students who are already in higher semesters, these house rules shall become binding in accordance with the provisions of the University Study Agreement after they have been announced in the Gisma University of Applied Sciences Gazette.

## 21. Entry into force

1. The House Rules come into force on the day after they are announced and are published in the Gisma University of Applied Sciences Gazette. The same applies to any amendments to the house rules.



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