

Gisma University of Applied Sciences

# HOUSE RULES



Gisma  
University  
of Applied  
Sciences

# House Rules of the Gisma University of Applied Sciences

Dated 01.12.2024

In order to ensure orderly university operations, the President and the management of Gisma University for Applied Sciences (hereinafter referred to as the "university") issue the following House Rules on the basis of § 71para.1Alt. 6 of the Brandenburg Higher Education Act:

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## Preamble

The communal use of public spaces requires considerate and responsible behaviour, compliance with the applicable laws, mutual respect and tolerance, respectful interaction and consideration of basic rules.

## 1. Scope of Application

The house rules apply to all buildings and parts of buildings at all domestic locations of the university, including green areas, parks, traffic and open spaces. They are binding for all students, employees, other users of premises and all visitors.

## 2. Domestic authority

(1) Domiciliary rights are exercised by the President, the management of the university's operating company and the domiciliary rights officers. The domiciliary rights officers are, among others the following persons:

- persons appointed generally or in individual cases by the President or the management,
- the Chancellor,
- the Director Student Services,
- the Director of Facilities and Planning,
- the Campus Managers responsible for the campus,
- the Dean with his or her respective departments, the dean with their respective departments, buildings and rooms,
- lecturers in the context of their courses,
- laboratory/workshop managers for their laboratory or workshop,
- employees of the responsible administrative office in their area of responsibility for matters of occupational safety, health and fire protection

The domiciliary rights officers may be represented in the exercise of domiciliary rights. They are authorized to issue the necessary orders to maintain security and order. In particular, they have the right to expel disruptive persons from the premises. The domiciliary rights officers can only issue a ban for one day; such a ban does not apply to employees.

(2) The decisions and measures of

- the President,
- the management of the operating company,
- the chancellor,
- the Director Student Service and
- the Director of Facilities & Planning

shall take precedence over those of the house rules officers. Only they can issue a ban with effect beyond one day.

(3) If a ban is issued, it shall apply to all locations of the university, unless it is expressly limited to one property.

(4) If a violation of the house rules is detected outside working hours or if a person entrusted with exercising the house rules cannot be reached or cannot be reached without considerable delay, the security staff shall have the right to issue temporary orders, in particular to expel disruptive persons from the premises.

(5) In the event of imminent danger, any member of the university may request the deployment of police, fire and rescue services.

### 3. Accessibility of the rooms

(1) The opening hours of the buildings will be announced separately by Campus Management at the respective university location. In the case of special events or courses, it is also possible to open at weekends.

(2) During the opening hours of the buildings, all members of the university are entitled to use the lecture halls, practice and seminar rooms of the university in accordance with the room allocation plans. After use, the rooms must be tidied up according to the occupancy plans and left in the same condition as they were found. Any items brought in must be removed immediately.

(3) The keys or access cards are managed by the Student Hub at the respective location. The Student Hub must be informed immediately of the loss of the keys or access cards issued. The university expressly reserves the right to charge for any damage incurred.

(4) When leaving individual rooms of the university, all doors must be locked if a key has been issued for this purpose or an activation has been stored on the access card.

### 4. Safety, order and environmental protection

(1) Buildings, facilities, equipment, installations and open spaces may only be used for their intended purpose. Exceptions require the prior approval of the university management. All students, employees, other users of premises and visitors to the university are obliged to ensure that damage of all kinds, in particular through fire, theft, burglary or damage to property, is prevented and that all technical equipment is used properly.

(2) The users of the rooms are responsible for locking the rooms on the university premises and for the safe storage of valuables. Files and processes containing sensitive data must be stored in compliance with data protection regulations and kept under lock and key when the office is closed. No liability is accepted for lost money and other valuables.

(3) The users of the rooms are also responsible for switching off the lighting, switching off or sensibly reducing other electrical consumers and closing the windows when leaving the rooms. In addition, all persons are required to dispose of their waste properly.

(4) The fire safety regulations of the respective campus must be observed. If naked flames, smoke or the smell of burning can be detected, the fire alarm system must be activated. In the event of fire or other dangers, the Campus Management must be informed immediately and the building must be left immediately and by the shortest route. The elevators should not be used during the escape. Facilities and equipment used for fire protection (e.g. fire extinguishers, smoke alarms, fire water sprinklers) may not be misused, damaged or, except in the event of fire, removed from their intended location.

(5) Users of the rooms are required to handle the equipment and devices with care and in a proper manner. Damage to equipment must be reported to Campus Management. Additional heating or cooling devices and electrical equipment for personal use may only be set up with permission. Permission is granted by Campus Management. This also applies to storage rooms.

(6) Any damage, defects, irregularities, thefts or special incidents must be reported to Campus Management immediately. The Human Resources Department must be notified in the event of accidents at work and Campus Management in the event of accidents involving students.

(7) The provisions of road traffic law, in particular the road traffic regulations, apply to all traffic routes of the university and are therefore binding for all road users. Only walking speed is permitted on all university traffic routes. Parking is only permitted with a valid parking permit in the spaces provided for this purpose, provided this is indicated accordingly. Vehicles of any kind parked illegally and obstructing traffic may be towed away at the owner's expense and bicycles or small electric vehicles may be removed in order to maintain smooth operations. The university accepts no liability for damage to bicycles and vehicles parked on university property. Driving and parking on the university premises, the university's own parking lots and other areas is at your own risk.

## 5. Actions requiring approval

The following actions require the prior approval of Campus Management on the university's campuses:

1. the distribution of flyers, brochures and handbills,
2. the display of posters and notices, with the exception of private notices in the places provided for this purpose (e.g. notice boards) by students or employees of the university,
3. The setting up of information and sales stands as well as any other type of sale and distribution of goods and similar,
4. The collection of commercial orders,
5. The conducting of external surveys (except in the context of teaching),
6. Live music, performances, events and demonstrations,
7. Photography, film and television recordings,
8. The use of drones.

## 6. Prohibited actions

Within the scope of these house rules, all actions that are likely to disrupt public safety and order are prohibited, in particular:

1. Infringement of applicable laws,
2. blocking rescue and escape routes as well as fire department access routes and setup areas,
3. carrying weapons and dangerous objects of any kind, as well as radioactive, flammable and explosive substances,
4. The consumption of cannabis or other drugs is strictly prohibited in all buildings, rooms and outdoor areas of the university,
5. The consumption of alcoholic beverages, except at events approved by Campus Management,
6. Smoking, including ecigarettes or similar (smoking is only permitted in the designated outdoor areas equipped with ashtrays; non-smoker protection laws must always be observed,
7. harassing people,
8. parking motor vehicles, bicycles or other vehicles outside the designated areas,
9. the use of two-wheelers, roller skates, inline skates, kickboards, skateboards, etc. in university buildings,
10. soiling, damaging or misusing surfaces, ceilings, walls and equipment, for example by spraying, painting or writing on them,
11. bringing dogs and other animals into university buildings, except for teaching purposes and designated guide dogs and assistance dogs. Exceptions may be approved by Campus Management in justified individual cases. In particular, dogs must be kept on a leash and any soiling caused by animals must be removed.
12. Illegal waste disposal,
13. Domestic dumping.

## 7. Lost property

Lost property can be handed in to the Student Hub or reception, where it will be temporarily stored and handed over to the authorized person upon presentation of proof.

## 8. Burglary, theft and emergency situations

In the event of theft, break-ins and emergency situations at the university locations, the respective Campus Management must be informed. Outside working hours from 7:00 a.m. to 7:00 p.m., the university security service and the police must be informed.

## 9. Punishment of violations of the house rules

Violations of the house rules may have consequences under labour law, civil law, criminal law and liability law. In addition, bans from the premises and the premises can be issued.

It should be noted that serious violations of the house rules can also lead to immediate termination of the student relationship without any claim to compensation or other compensation. The respective provisions of the study contract apply.

## 10. Entry into force and expiry

These House Rules enter into force on the day after their publication on the university's CampusNet.

Potsdam, on 01 December 2024

**The President and the management of Gisma University of Applied Science**

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